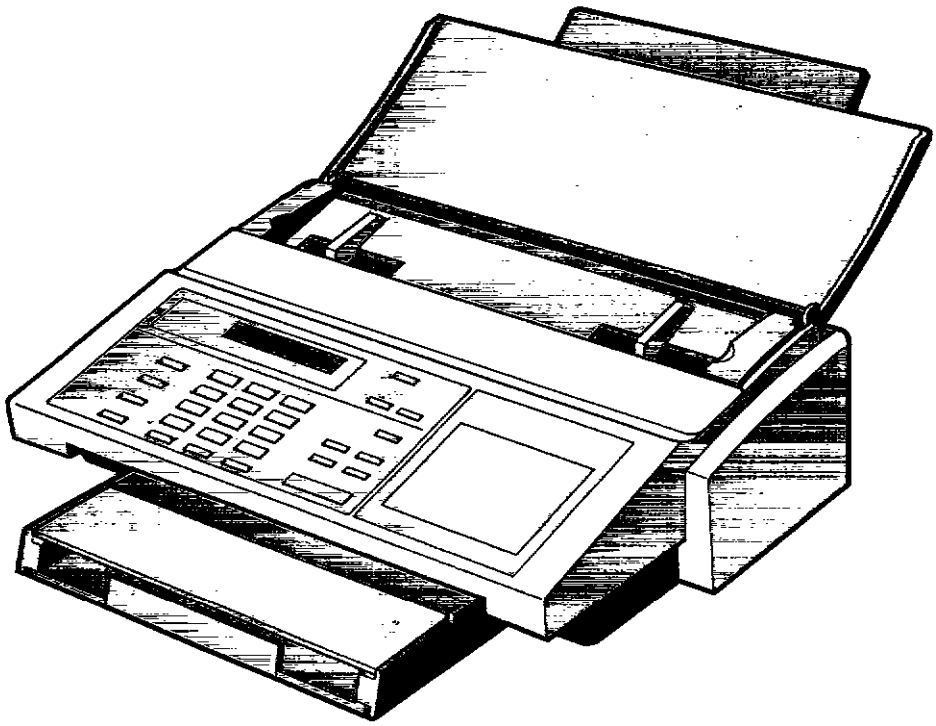


English

IMPORTANT INFORMATION

When requesting information, supplies, or service always refer to the model and serial number of your machine. The model and serial number's plate (Main Name Plate) is located on the machine as shown below. For your convenience, space is provided below to record the information you may need in the future.

Model No. UF-322 _____ Serial No. _____

Date of Purchase _____

Dealer _____

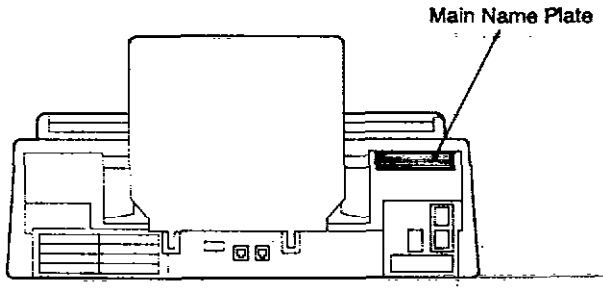
Address

_____

Telephone Number
( ) –

Supplies Telephone Number
( ) –

Service Telephone Number
( ) –



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QUICK GUIDE

Introduction

1

Thank you very much for purchasing the Panafax **UF-322**.

The **UF-322** is one of the most advanced models in the Panafax family of G3 compatible, desktop facsimile machines.

Some of its many features are

1. Plain Paper Printing — Plain paper printing means you can easily write on received documents with a pen or pencil. Documents do not curl, making filing easier. In addition, plain paper does not fade, making it ideal for long term storage of important documents.

2. Easy Maintenance — Maintenance requires only changing a print cartridge, making it quicker and easier than with other types of plain paper fax machines.

3. Memory Function — A standard image memory feature allows you to store up to 28 standard pages into the document memory. After the **UF-322** stores your documents, it can send them to selected station(s) automatically. You do not have to wait until the transmission ends before retrieving your originals.

4. Fax / Telephone Auto Switch — The **UF-322** differentiates between an incoming fax or voice call and automatically switches the circuit to either receive a document or to ring until you pick up the telephone. With the **UF-322** you do not require a separate telephone line for your fax.

5. TAM Interface — A Telephone Answering Machine (TAM) can be connected to the **UF-322.** The **UF-322** determines whether the signal from the calling side is a fax or voice call. If it is a fax, the **UF-322** will switch the telephone line to start the fax communication. If a fax signal is not detected, the **UF-322** will stay in the TAM mode and the caller can leave a message.

6. 64 level Panasonic Super Gray Scale — The **UF-322** offers a 64-level Super Gray Scale using Error Diffusion technology. Switching to this mode assures clear, realistic reproduction of photographs and text, brochures, and illustrations.

7. Panasonic Super Smoothing — The **UF-322** Incorporate's a new sophisticated Image processing technology to enhance the print quality of an ordinary received fax Image by smoothing out the curving edge of a character to reproduce a high quality document.

8. Selective Reception — To prevent unwanted faxes being received by comparing the ID Number of the transmitting machine with the telephone number stored in the built-in automatic telephone dialer.

With a little practice, anyone can learn how to use the most popular features of the **UF-322**.

This User's Guide will help you to use your **UF-322** quickly and easily. The Table of Contents shows where to find information on each feature. Although we recommend that you review each section briefly, it will only be necessary to read the sections that contain the feature(s) you will be using.

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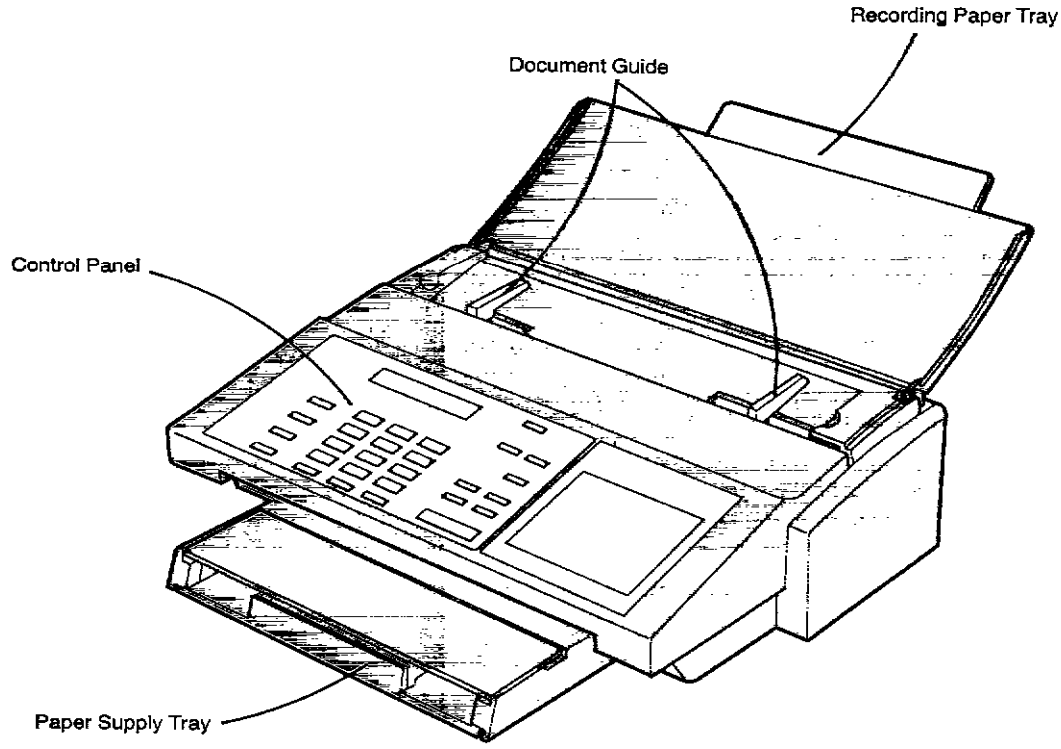
External View

1



Control Panel

ORIGINAL < — Used to set Normal, Light, or Dark. (see page 45) Also serves as an arrow key (<) to move the cursor over recorded numbers and characters.

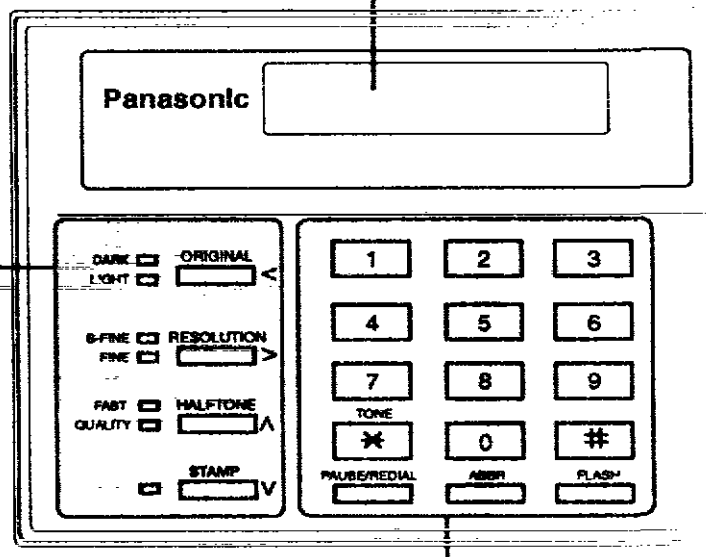
RESOLUTION > — Used to set Standard, Fine, Super-Fine. (see page 45) Also serves as an arrow key (>) to move the cursor over recorded numbers and characters.

HALFTONE ^ — Provides OFF, QUALITY or FAST settings for halftone documents (see page 46). Also used for followings.
- •Confirm entered station for multi-station communication.
- •Select functions.

STAMP v — Used to turn the verification stamp ON or OFF (see page 46). Also used for followings.
- •Confirm entered station for multi-station communication.
- •Select functions.

LCD Display

Indicates date and time, or the current operation.



1 2 3 4 5 6 7 8 9 0 * # — Used for Manual Number Dialling, recording phone numbers, and selecting functions.

TONE * — Used to temporarily change Dialling Mode to Tone when Pulse mode is set.

* and # — Used to confirm current communication modes (e.g. Page number, ID, Dialed Telephone number) when unit is on line.

PAUSE/REDIAL — Used to enter a pause when recording or dialling a telephone number, or to redial the last dialed number. (see page 61)

ABBR — Used to start Abbreviated Dialling. (see page 52 and 56)

FLASH — Used to access some features of your PBX.

STOP — Used to cancel operations. When it is pressed, the machine will return to standby.

TEL/DIAL — Used to start On-Hook Dialling or to make voice contact request. (see page 49 and 70)

CLEAR / MONITOR VOL — Used to erase the previously entered input. Also used to adjust monitor volume. (see page 21)

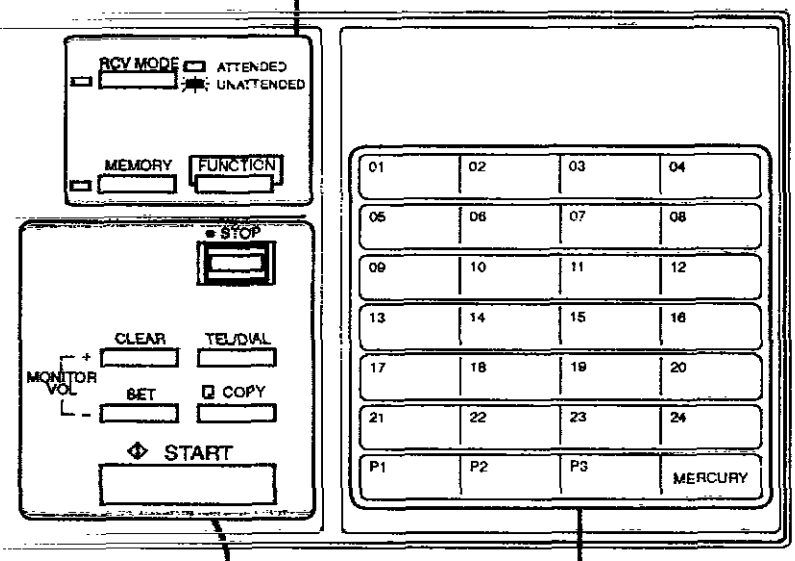
Control Panel

1

RCV MODE — Used to select either attended mode or unattended mode. (see page 62)

MEMORY — Used to select either memory or direct ADF communication. (see page 48 to 58)

FUNCTION — Used to start or select the function and sub-functions. These functions are explained in detail on the next page.



MONITOR VOL SET — Used to set operations. Also used to adjust monitor volume. (see page 21)

COPY — Used to make photo copies. (see page 69)

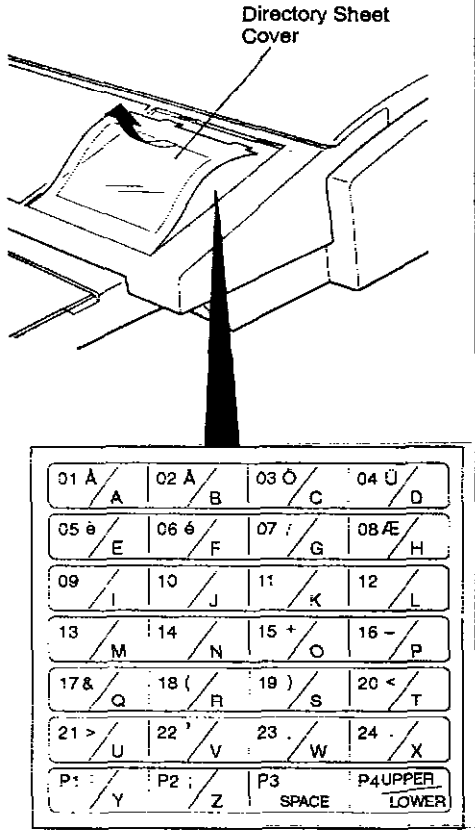
START — Used to start operations.

One-Touch Keys (01-24)
Used for One-Touch Dialling. (see page 51 and 55)

Program Keys (P1-P3)
Used to record long dialling procedures or Group Dialling Number keys. (see page 76 to 81)

Mercury Key
Used for Mercury Network Dialling. (see page 36)

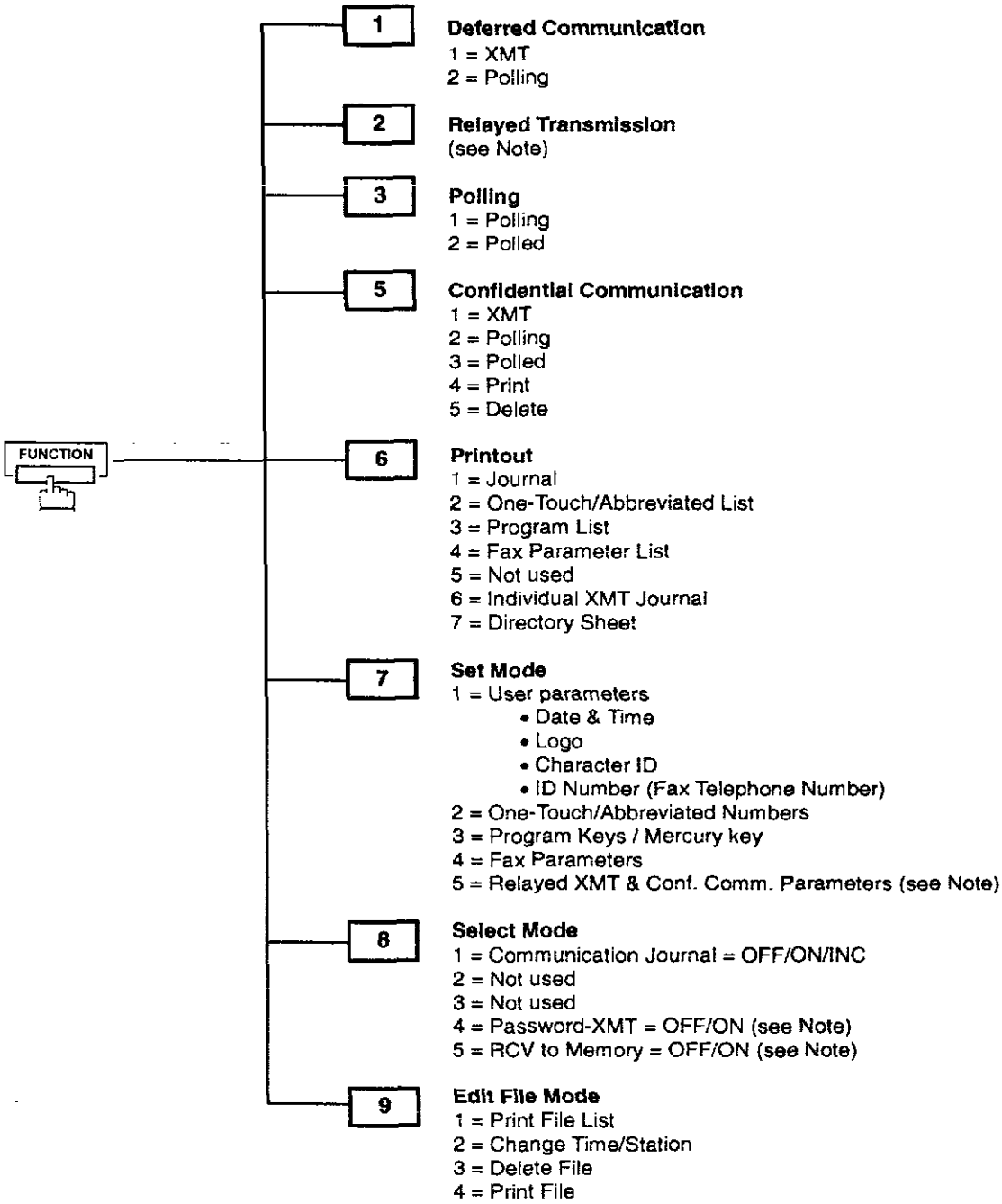
Character Keys
The One-Touch Keys and Program Keys also serve as character and symbol input keys which are used to record your LOGO and station name. The character key template is printed on the panel under the directory sheet cover.



Note: Whenever One-Touch keys are changed to the character key mode (to record your LOGO and station names), use the **UPPER/LOWER** key to switch between upper and lower character set.

Function Key

Any function can be started by first pressing [FUNCTION] and then enter the function number, or by pressing [^] or [v] scroll key repeatedly until the desired function appears on the display.



Deferred Communication
1 = XMT
2 = Polling

Relayed Transmission
(see Note)

Polling
1 = Polling
2 = Polled

Confidential Communication
1 = XMT
2 = Polling
3 = Polled
4 = Print
5 = Delete

Printout
1 = Journal
2 = One-Touch/Abbreviated List
3 = Program List
4 = Fax Parameter List
5 = Not used
6 = Individual XMT Journal
7 = Directory Sheet

Set Mode
1 = User parameters
- Date & Time
- Logo
- Character ID
- ID Number (Fax Telephone Number)

2 = One-Touch/Abbreviated Numbers
3 = Program Keys / Mercury key
4 = Fax Parameters
5 = Relayed XMT & Conf. Comm. Parameters (see Note)

Select Mode
1 = Communication Journal = OFF/ON/INC
2 = Not used
3 = Not used
4 = Password-XMT = OFF/ON (see Note)
5 = RCV to Memory = OFF/ON (see Note)

Edit File Mode
1 = Print File List
2 = Change Time/Station
3 = Delete File
4 = Print File

Note: *If Fax Parameter is not preset to Valid position, which enables you to use the function, the display will not show the function.*

Safety Information

This product complies with the requirements of EC Council Directives 73/23/EEC amended by 93/68/EEC, and 89/336/EEC amended by 92/31/EEC and 93/68/EEC.

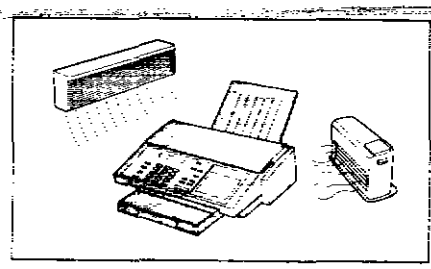
2

⚠ WARNING denotes a potential hazard that could result in serious injury or death.

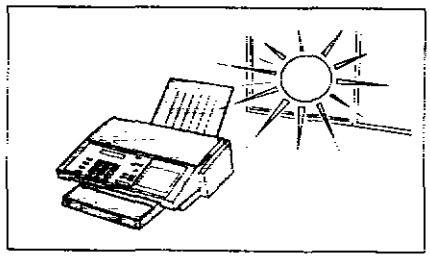
- TO PREVENT FIRE OR SHOCK, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.
- TO MINIMIZE THE POSSIBILITY OF SHOCK OR DAMAGE TO THE MACHINE, IT MUST BE PROPERLY GROUNDED.
- WHEN YOU OPERATE THIS EQUIPMENT, THE SOCKET-OUTLET SHOULD BE NEAR THE EQUIPMENT AND BE EASILY ACCESSIBLE.

Safety Information

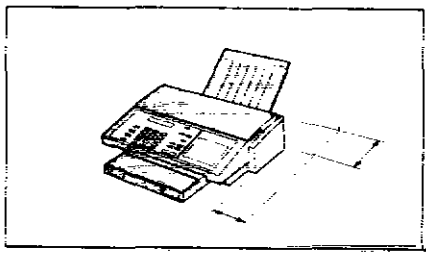
⚠CAUTION denotes hazards that could result in minor injury or damage to the machine.



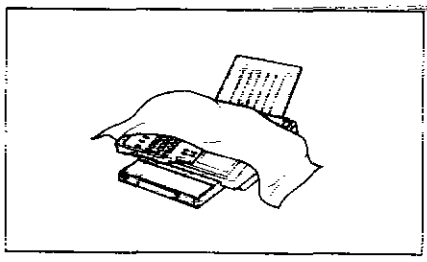
Do not install the machine near heating or air conditioning unit.



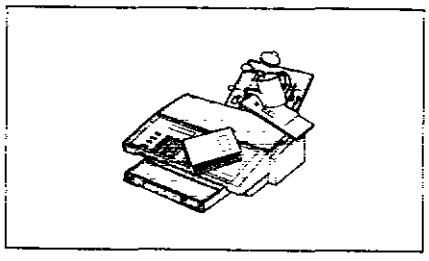
Avoid exposure to direct sunlight.



Install the machine on a flat surface, leave at least 10 cm of space between the machine and other objects.



Do not block the ventilation openings.

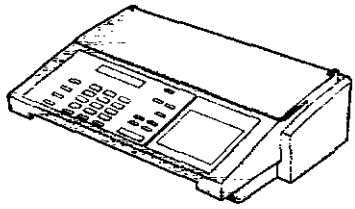


Do not place heavy objects, or spill liquids on the machine.

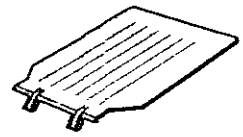
Main Unit and Accessories

Unpack the carton and check that you have all accessories illustrated.

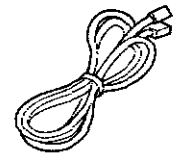
2



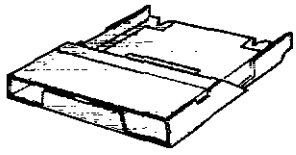
Machine



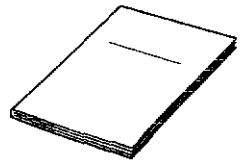
Recording Paper Tray



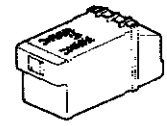
Telephone Line Cord



Paper Supply Tray

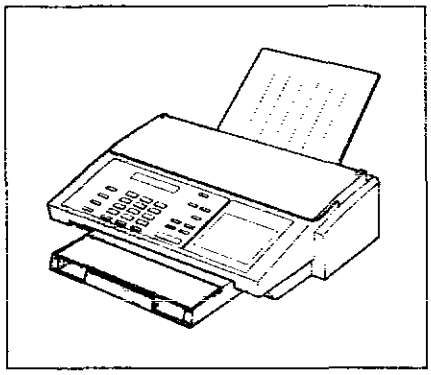


User's Guide



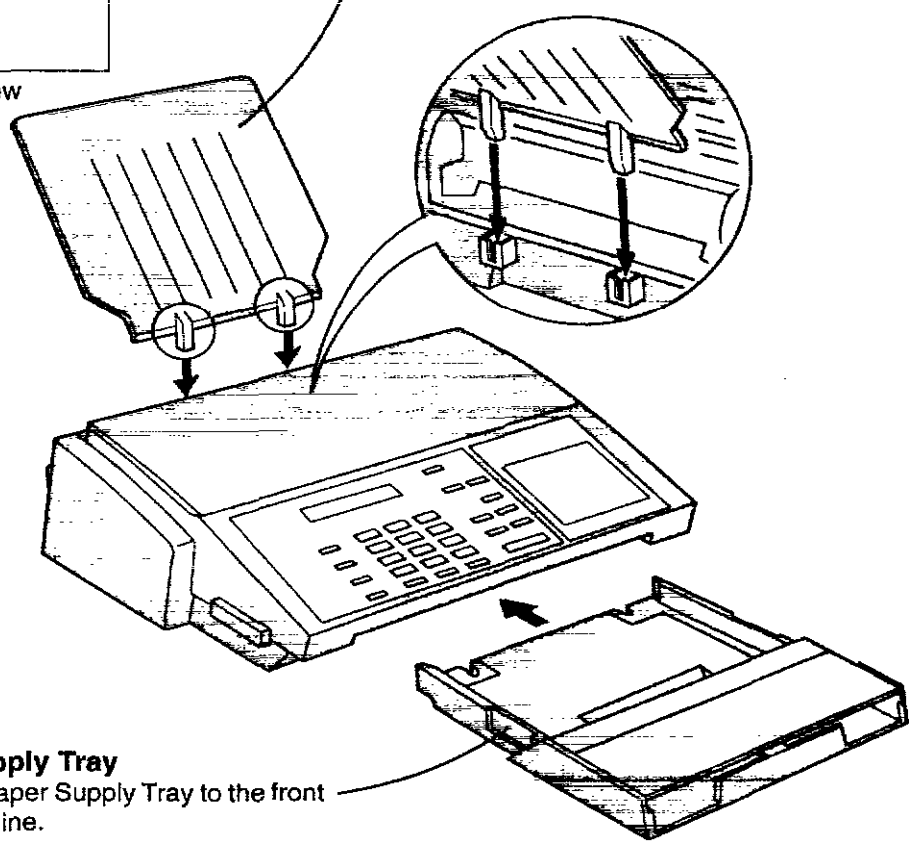
Print Cartridge

Installing Accessories



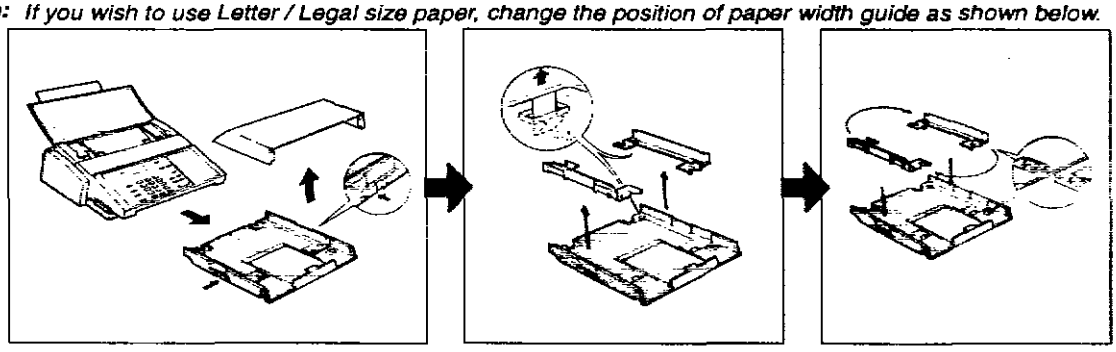
Final Installed View

Recording Paper Tray
Hook the projections of the Recording Paper Tray into the square holes on the rear of the machine.



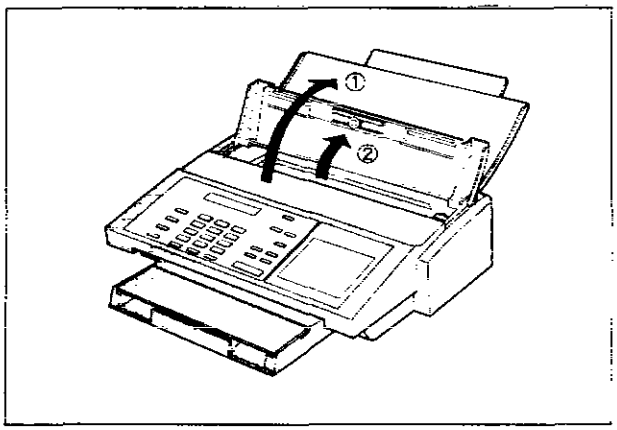
Paper Supply Tray
Insert the Paper Supply Tray to the front of the machine.

Note: *If you wish to use Letter / Legal size paper, change the position of paper width guide as shown below.*



Installing Print Cartridge

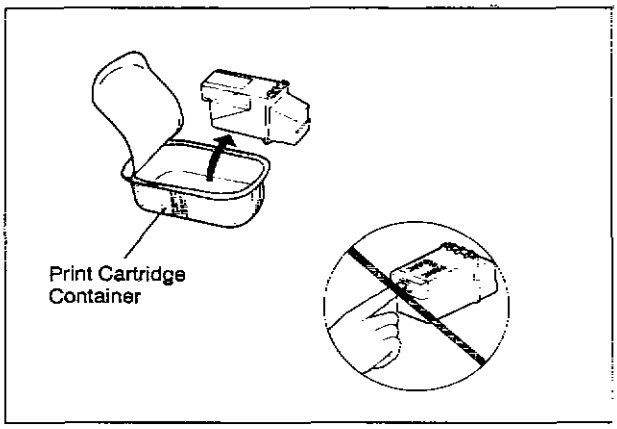
1



① Open the Document Tray.

② Open the Printer Cover.

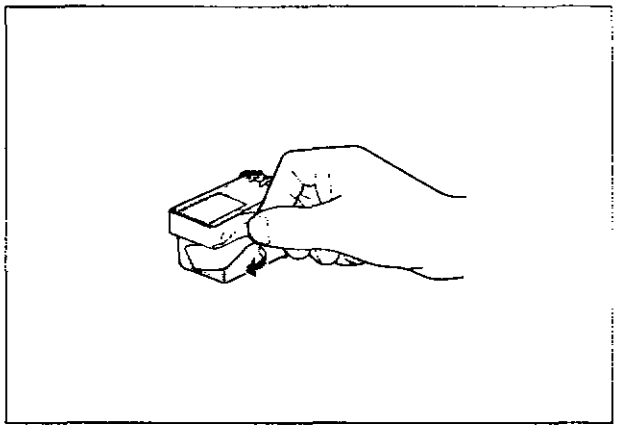
2



Open the Print Cartridge Container. Grasp the Print Cartridge by the green part and remove it from its container.

Take care not to touch the copper "Ribbon" located on the front edge of the Print Cartridge. Also be sure that the copper "Ribbon" does not come in contact with any surface.

3

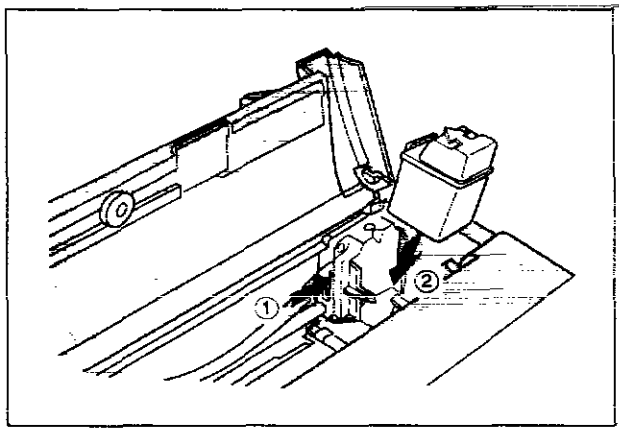


Gently remove the protective tapes from the front of the Print Cartridge.

⚠CAUTION The Ink in the Print Cartridge may be harmful to children if swallowed. Keep new or used cartridges out of the reach of children and immediately discard used cartridge.

Installing Print Cartridge

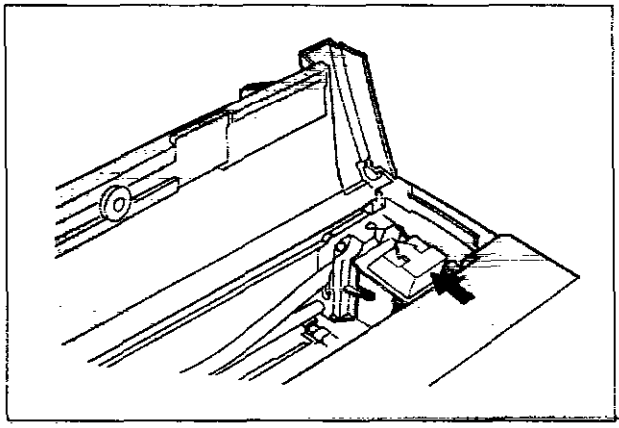
4



① Slide the Print Cartridge Cradle all the way to the right of the machine.

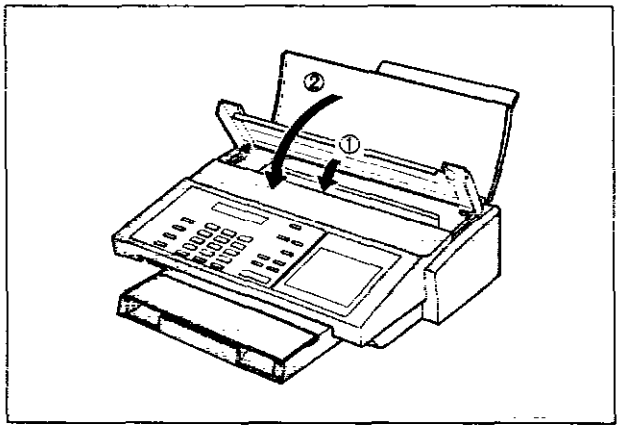
② Insert the Print Cartridge into the cradle with the green arrow on the cartridge top pointing to the green dot on the top of the cradle.

5



Push the cartridge into the cradle, snapping the cartridge into place.

6



① Close the Printer Cover.

② Close the Document Tray.

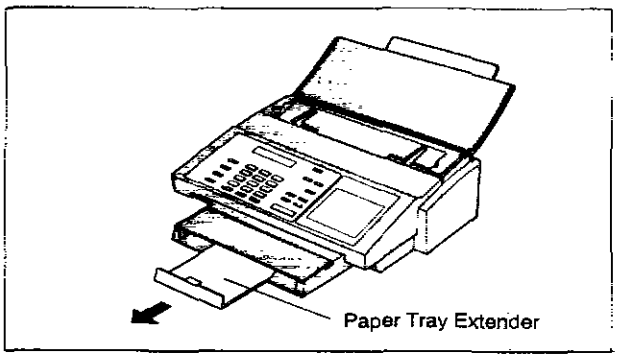
Loading Recording Paper

Paper Specifications

In general, most bond papers will produce excellent results. Most photocopy papers will also work very well. There are many "name" and "generic" brands of paper available. We recommend that you test various papers until you obtain the results you are looking for. For detailed recommended paper specifications, see page 141.

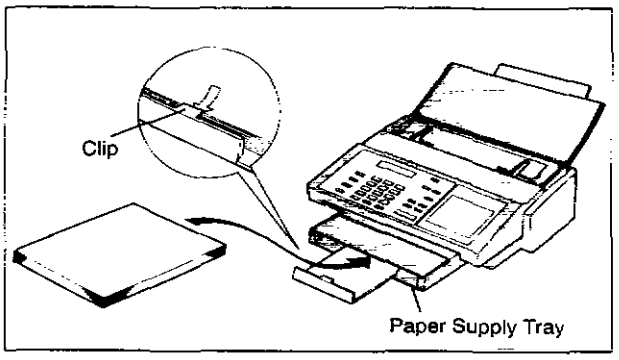
How to Load Recording Paper

1



Pull out the Paper Tray Extender.

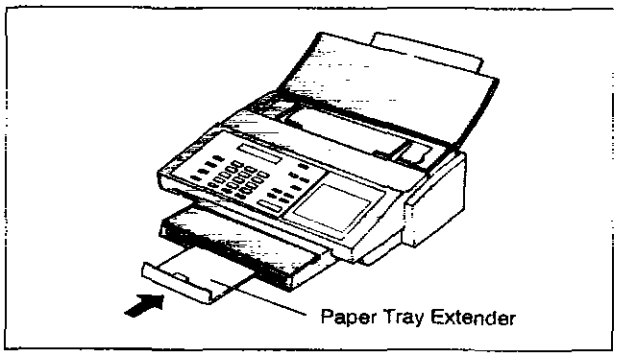
2



Insert a stack of paper about 12 mm thick (approximately 100 sheets of paper) sequarely into the Paper Supply Tray.

Caution: Make sure that the paper does not exceed over the clip of the paper tray extender.

3



Slide the Paper Tray Extender in toward the paper to hold the paper against the printer.

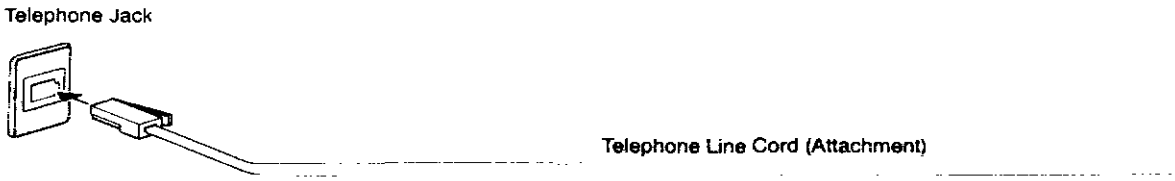
Note: *1. The setting of Fax Parameter No. 23 (Recording Paper Size) must be set according to the paper you have loaded. (see page 34)*

2. Do not add the recording paper while machine is printing a document.

Connecting the Telephone Line Cord and Power Cord

■ Telephone Line Cord

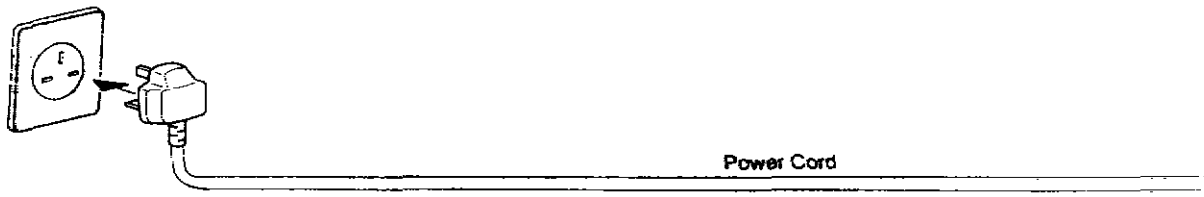
Plug one end of the telephone line cord into the telephone jack supplied by the telephone company and the other end into the LINE jack on the rear of the machine.



■ Power Cord

Plug the Power Cord into an ordinary AC outlet.

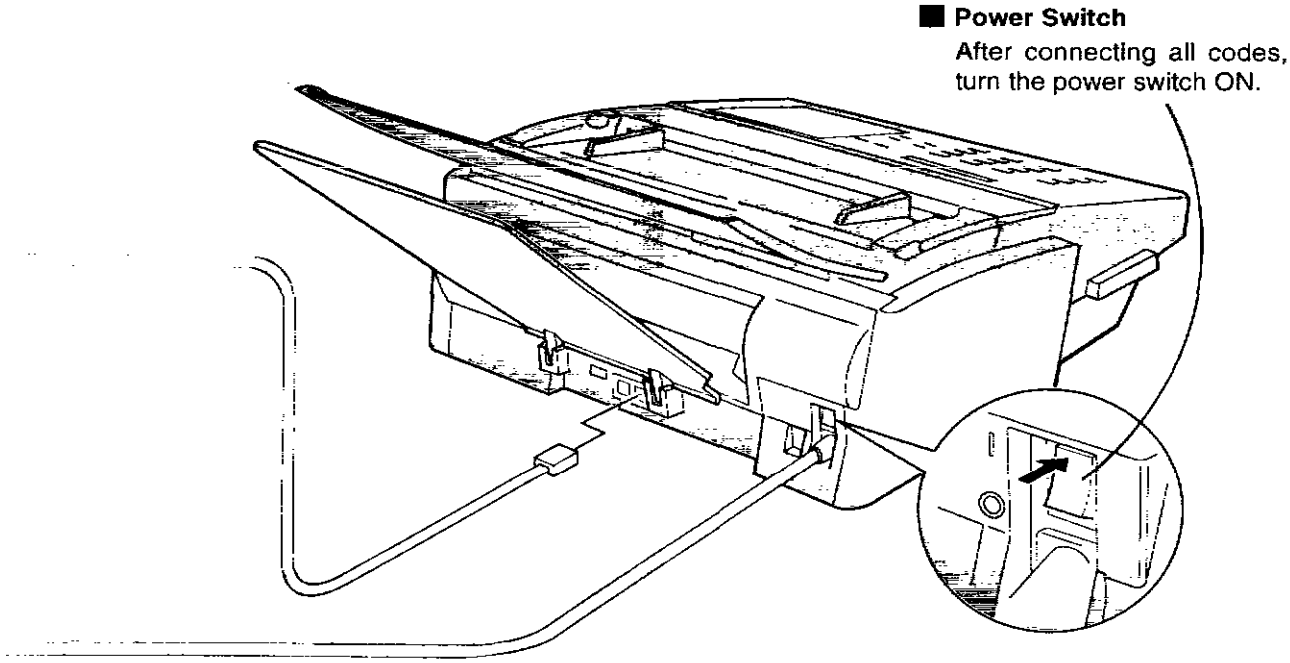
Warning : This apparatus must be properly grounded.



Note:

1. *When you turn the power switch ON, the ADF Protective Sheet will be ejected automatically*
2. *Your machine uses little power and you should keep it ON at all times. If the power is turned OFF for too long, the contents of the memory will be lost.*
3. *Your machine has 2 separate rechargeable batteries to preserve the memory contents in case of a short term power failure. One for the machine parameters (such as LOGO, ID Number, Auto-dialer Telephone Number, etc.) which can back up for 10 days and the other one for the document memory, which can back up for 1 hour when fully charged.*
4. *The built-in rechargeable batteries requires 48 hours to be fully charged in the machine*

Connecting the Telephone Line Cord and Power Cord



Setting the Dialling Method (Tone or Pulse)

Your machine can operate with either of two dialling methods (Tone or Pulse), depending on the type of telephone line you are connected to. If you need to change the dialling method to Tone or Pulse, follow the procedure below.

1 FUNCTION 7

```
SET MODE          (1-5)
ENTER NO. OR ^ v
```

2 4 SET

```
FAX PARAMETER(01-53)
NO. =
```

3 0 6 SET

```
06 DIALLING METHOD
 2:TONE
```

4 1 for Pulse.

or

2 for Tone.

```
06 DIALLING METHOD
 1:PULSE
```

or

```
06 DIALLING METHOD
 2:TONE
```

5 SET STOP

Adjusting Volume

You can adjust the monitor volume on your machine. The built-in speaker enables you to hear the dial tone, dialling signals, and busy tone.

Setting Monitor Volume

You can adjust the volume by using both [CLEAR] and [SET].
The following describes the method of using [CLEAR] and [SET].

1 TEL/DIAL

You will hear the dial tone through the speaker.

```
* DIALLING *
```

2 MONITOR VOL + CLEAR repeatedly to raise the volume.

```
MONITOR VOLUME
LOW ▮▮▮▮▮▮▮▮ HIGH
```

or

MONITOR VOL − SET repeatedly to lower the volume.

```
MONITOR VOLUME
LOW           HIGH
```

3 STOP

Note: *You can also adjust the volume of the key touch tone and the volume of the buzzer in Fax Parameter No. 10 (KEY/BUZZER VOLUME). (see page 33)*

User Parameters

Your facsimile machine has several basic settings (User Parameters) to help you keep records of the documents you send or receive. For example, the built-in clock keeps the current date and time, and your LOGO and ID Number help to identify you when you send or receive documents.

If a power failure occurs, a built-in battery will back up this information for up to 10 days when it is fully charged.

Setting the Date and Time

At standby the display will show the date and time. Once the standby display is set, it will automatically be updated.

1


```
SET MODE          (1-5)
ENTER NO. OR ^ v
```

2


```
1:USER PARAMETERS?
PRESS SET TO SELECT
```

3

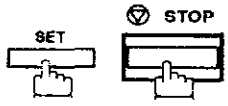

```
DATE & TIME
  01-01-0000 00:00
```

4 Enter the new date and time.

Ex: [0][8] Date : 8th
[1][2] Month : December
[1][9][9][3] Year : 1993
[1][5][0][0] Time : 3:00 PM

```
DATE & TIME
  08-12-1993 15:00
```

If you make a mistake, use the < [ORIGINAL] and > [RESOLUTION] to move the cursor to the incorrect number and enter the new number over it.

5 

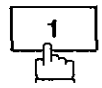
Setting Your LOGO

When you send a document, your LOGO appears on the top of the copy printed out at the other station.

The LOGO helps to identify you to someone who receives your document.

1


```
SET MODE          (1-5)
ENTER NO. OR ^ v
```

2 


```
1:USER PARAMETERS?
PRESS SET TO SELECT
```

3

repeatedly until display shows;

```
LOGO
```

4 Enter your LOGO (max. 25 characters and digits) by using the Character keys (see page 9).

Ex: P A N A S O N I C

```
LOGO
PANASONIC
```

If you make a mistake, use < ORIGINAL and > RESOLUTION to move the cursor to the incorrect character and enter the new character over it.
If more than 19 characters are entered, the left side characters will scroll off the display.

5

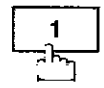
User Parameters

Setting Your Character ID

If the remote machine has a Character ID capabilities, when you are sending or receiving, your Character ID will appear on the remote machine's display and the remote machine's Character ID will appear on your display.

1


```
SET MODE          (1-5)
ENTER NO. OR ∧ ∨
```

2 


```
1:USER PARAMETERS?
PRESS SET TO SELECT
```

3

repeatedly until display shows;

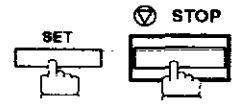
```
CHARACTER ID
▮
```

4 Enter your Character ID (max. 16 characters) by using the Character keys (see page 9).

Ex: [H][E][A][D][SPACE][O][F][F][I][C][E]

If you make a mistake, use < [ORIGINAL] and > [RESOLUTION] to move the cursor to the incorrect character and enter the new character over it.

```
CHARACTER ID
HEAD OFFICE▮
```

5 

Note: *The special characters of Å, Ä, Ö, Ü, Æ, è and é cannot be used for Character ID.*

Setting Your ID Number (Fax Telephone Number)

If the remote machine does not have a Character ID but it has an ID Number, when sending or receiving, your ID Number will appear on the remote machine's display and their ID Number will appear on your display.

We suggest you use your facsimile telephone number as your ID number for up to 20 digits long.

1


```
SET MODE          (1-5)
ENTER NO. OR ∧ ∨
```

2


```
1:USER PARAMETERS?
PRESS SET TO SELECT
```

3

repeatedly until display shows:

```
ID NO.
```

4 Enter your ID (max. 20 digits) by using the key pad and [SPACE].

Ex: [2] [0] [1] [SPACE] [5] [5] [5] [SPACE] [1] [2] [1] [2]

```
ID NO.
        201 555 1212
```

If you make a mistake, press [CLEAR] to erase the number then reenter the correct number.

5

Note: *You may use [*] to enter a "+" character at the beginning of the ID number to indicate the following digit(s) for your country code*

***Ex** : +1 201 555 1212 +1 for U.S.A. country code.*
+81 3 111 2345 +81 for Japan country code.

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One-Touch/Abbreviated Dialling Numbers

Entering One-Touch/Abbreviated Dialling Numbers

One-Touch and Abbreviated Dialling are two fast ways of dialling full telephone numbers. To use these dialling methods, you must first store the telephone number using the following procedure.

To enter a One-Touch key, follow these steps below

1 FUNCTION 7

```
SET MODE          (1-5)
ENTER NO. OR ^ v
```

2 2 SET

```
1:ONE-TOUCH
2:ABBR. NO.
```

3 1

```
ONE-TOUCH<   >
PRESS ONE-TOUCH KEY
```

4 Ex: 01

```
ONE-TOUCH<01>    TEL.
```

5 Enter the telephone number.
(up to 36 digits including pauses and spaces)

Ex: 9 PAUSE 5 5 5 SPACE 1 2 3 4

```
ONE-TOUCH<01>    TEL.
9-555 1234
```

6 SET

```
ONE-TOUCH<01>    NAME
```

7 Enter the station name using character keys
(up to 15 characters).

Ex: S A L E S SPACE D E P T

```
ONE-TOUCH<01>    NAME
SALES DEPT
```

8 SET

```
ONE-TOUCH<   >
PRESS ONE-TOUCH KEY
```

To record another number, repeat step 4 to 8.
To return to standby, press STOP.

One-Touch/Abbreviated Dialling Numbers

To set an Abbreviated Dialling Number, follow these steps below

1 FUNCTION 7

```
SET MODE          (1-5)
ENTER NO. OR ^ v
```

2 2 SET

```
1:ONE-TOUCH
2:ABBR. NO.
```

3 2

```
ABBR[ ]
ENTER ABBR. NO.
```

4 **Ex:** 2 2 (01 to 72)

```
ABBR[22]          TEL.
```

5 Enter the telephone number.
(up to 36 digits including pauses and spaces)

Ex: 9 PAUSE 5 5 5 SPACE 2 3 4 5

```
ABBR[22]          TEL.
9-555 2345
```

6 SET

```
ABBR[22]          NAME
```

7 Enter the station name using character keys
(up to 15 characters).

Ex: A C C O U N T I N G SPACE
D E P T

```
ABBR[22]          NAME
ACCOUNTING DEPT
```

8 SET

```
ABBR[ ]
ENTER ABBR NO.
```

To record another number, repeat step 4 to 8.
To return to standby, press STOP.

Note:

1. *If you require a special access number to get an outside line, enter it first and then press PAUSE. A hyphen "-" is displayed for pause.*
2. *Use SPACE to enter a space between the numbers to make it easier to read*
3. *The built-in battery can back up One-Touch/ABBR. Numbers up to 10 days when a power failure occurs.*
4. *If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press TONE (represented by a "/"). The dialling method will be changed from Pulse to Tone after dialling the digit "/".*
5. *You can search an unused One-Touch key or ABBR. number by pressing ^ or v in step 3 or 4*

One-Touch/Abbreviated Dialling Numbers

Changing or Erasing One-Touch/Abbreviated Dialling Numbers

If you have to change or erase any of the One-Touch/Abbreviated dialling numbers, follow the steps below.

To change the setting of a One-Touch/ABBR. dialling number

1 FUNCTION 7 2 SET

```
1:ONE-TOUCH
2:ABBR. NO.
```

2 Select 1 for One-Touch Dialling number.
Select 2 for ABBR. Dialling Number.

Ex: 1

```
ONE-TOUCH<  >
PRESS ONE-TOUCH KEY
```

3 Enter the station you wish to change.

Ex: 07

```
ONE-TOUCH<07>   TEL.
9-555 1234
```

4 CLEAR

then enter a new telephone number.(see Note 1 and 2)

```
ONE-TOUCH<07>   TEL.
```

Ex: 9 9 9 SPACE 3 4 5 6

```
ONE-TOUCH<07>   TEL.
999 3456
```

5 SET

```
ONE-TOUCH<07>   NAME
PANASONIC
```

6 CLEAR

then enter a new station name.(see Note 1 and 3)

```
ONE-TOUCH<07>   NAME
```

Ex: P A N A F A X

```
ONE-TOUCH<07>   NAME
PANAFAX
```

7 SET

```
ONE-TOUCH<  >
PRESS ONE-TOUCH KEY
```

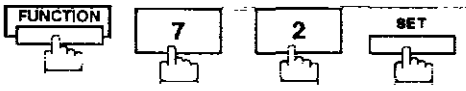
To return to standby, press STOP.

Note:

1. *Use < or > to move the cursor, then enter the correct number over the incorrect number.*
2. *Use COPY to insert a space between the numbers you set. If the telephone number has full digit (36 digits), COPY cannot be used to insert a space.*
3. *COPY cannot be used to insert a space in setting of the station name.*
4. *If the One-Touch/Abbreviated dialling number has been used for a communication reservation, the settings cannot be changed or erased until the communication has ends.*
   To change or erase the settings, cancel the communication first by File Edit Mode (see page 82).

One-Touch/Abbreviated Dialling Numbers

To erase the setting of One-Touch/ABBR. Dialling number

1 


```
1:ONE-TOUCH
2:ABBR  NO.
```

2 Select 1 for One-Touch Dialling number.
Select 2 for ABBR. Dialling Number.

Ex: [1]

```
ONE-TOUCH<  >
PRESS ONE-TOUCH KEY
```

3 Enter the station you wish to erase.

Ex: [01]

```
ONE-TOUCH<01>   TEL
9-555 4567
```

4


```
ONE-TOUCH<01>   TEL
```

5


```
ONE-TOUCH<  >
PRESS ONE-TOUCH KEY
```

To return to standby, press [STOP].

One-Touch/Abbreviated Dialling Numbers

Printing Out a Directory Sheet

After programming a one-touch dialling number, you can print out the directory sheet which includes the first 10 characters of each station name. Cut along the dotted line and place it over the One-Touch key under the Directory Sheet Cover. To print out a directory sheet, follow these steps below.

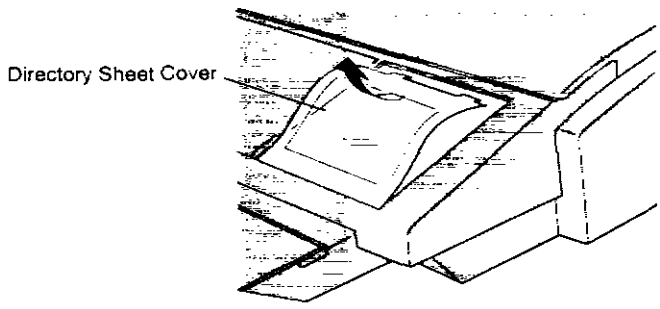
1 FUNCTION 6

```
PRINT OUT        (1-7)
ENTER NO. OR ^ v
```

2 7 SET

```
* PRINTING *
DIRECTORY SHEET
```

```
*****************-DIRECTORY SHEET-*************** DATE 08-DEC-1993 ******TIME 12:00***********

                    01          02          03          04
                    SALES DEPT  ENG  DEPT  ABC

                    05          06          07          08

                    09          10          11          12

                    13          14          15          16

                    17          18          19          20

Dotted line         21          22          23          24

                    P1          P2          P3          P4

                                          -PANASONIC                -

*****************************-HEAD OFFICE      *****          201 555 1212- ********************
```



Customizing Your Machine

Your facsimile machine has a variety of adjustable Fax Parameters. These parameters, listed in the Parameter Table, are preset for you and do not need to be changed. If you do want to make a change, read the table carefully. Some parameters, such as the Resolution, Original, and Verification Stamp parameters, can be temporarily changed by simple key operations just before a transmission is made. When the transmission ends, however, these parameters return to their preset values (Home position). Other parameters can only be changed by the procedure described below.

Setting Fax Parameters

1 FUNCTION 7

```
SET MODE          (1-5)
ENTER NO. OR ^ v
```

2 4 SET

```
FAX PARAMETER(01-53)
NO.=
```

3 Enter Fax Parameter number from the Parameter Table (see pages 33 to 35).

Ex: 0 1 for **ORIGINAL**

```
FAX PARAMETER(01-53)
NO.=01
```

4 SET

```
01 ORIGINAL
 1:NORMAL
```

5 Enter the new setting value.

Ex: 2 for **LIGHT**

```
01 ORIGINAL
 2:LIGHT
```

6 SET

```
02 RESOLUTION
 1:STANDARD
```

To set another parameter, press CLEAR to return to step 3, or, to return to standby, press STOP.

Note: *1. To scroll the Fax Parameters in Step 2 or 4, press ^ or v.*

2. To print out a Fax Parameter List, see page 123

3. The built-in battery when fully charged can back up the Fax Parameter settings for up to 10 days when a power failure occurs.

Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
01	ORIGINAL	1	Normal	Setting home position of the ORIGINAL key.
		2	Light	
		3	Dark	
02	RESOLUTION	1	Standard	Setting home position of the RESOLUTION key.
		2	Fine	
		3	S-Fine	
04	STAMP	1	Off	Setting home position of the STAMP key. To select the stamp function when document is stored in memory (see Fax Parameter No. 28).
		2	On	
05	MEMORY	1	Off	Setting home position of the MEMORY key.
		2	On	
06	DIALLING METHOD	1	Pulse	Selecting dialling method.
		2	Tone	
07	HEADER PRINT	1	Inside	Selecting printing position of the header. Inside : Inside TX copy area. Outside : Outside TX copy area. No print : Header is not printed.
		2	Outside	
		3	No print	
08	HEADER FORMAT	1	Logo, ID No.	Selecting header format.
		2	From To	
09	RCV'D TIME PRINT	1	Invalid	Selecting whether or not the machine prints received time, page no, and remote ID on bottom of each received page.
		2	Valid	
10	KEY/BUZZER VOLUME	1	Off	Selecting the volume of the Key/Buzzer tone.
		2	Soft	
		3	Loud	
12	COMM. JOURNAL	1	Off	Selecting home position of printout mode for COMM. Journal Off/Always/Inc. only. Off : No printout Always : Always prints out Inc. only : Printout when communication has failed.
		2	Always	
		3	Inc. only	
13	AUTO JOURNAL	1	Invalid	Selecting whether or not the machine prints the journal automatically after every 32 transaction.
		2	Valid	
15	ATTENDED MODE	1	Tel	Selecting attended mode either Telephone Mode or Fax/Tel Auto Switching Mode.
		2	Fax/Tel SW	
16	UNATTENDED MODE	1	Fax	Selecting attended mode either Fax Mode or TAM Interface Mode.
		2	TAM I/F	

Continued on the next page.

Customizing Your Machine

No.	Parameter	Setting Number	Setting	Comments
18	OP CALL TIMER	1	20 sec.	Selecting the length of time that your machine signal (rings) for an incoming voice call in Fax/Tel Auto Switching mode (see page 64).
		2	30 sec.	
		3	40 sec.	
		4	50 sec.	
19	OGM Length (TAM I/F)	1	1 sec.	Setting the OGM length of your TAM from 1 to 60 second. Unit will not start to detect a SILENT until the time lapse after detecting a call in TAM Interface mode.
		---	---	
		60	60 sec.	
20	SILENT DET. (TAM I/F)	1	Invalid	Selecting Silent Detection Mode.
		2	Valid	
22	SUBSTITUTE RCV	1	Invalid	Selecting whether or not the machine receives to memory when recording paper runs out, ink runs out or recording paper jammed.
		2	Valid	
23	RECORDING PAPER SIZE	1	A4	Setting the recording paper size installed in your machine.
		2	Letter	
		3	Legal	
24	PRINT REDUCTION	1	Fixed	Selecting print reduction mode. Fixed: Reduce document according to setting of Parameter No. 25.
		2	Auto	Auto: Reduce document according to the length of received documents.
25	REDUCTION RATIO	70	70%	Selecting fixed print reduction ratio from 70% to 100%. This parameter functions when fixed print reduction is selected on fax parameter no. 24 or when available memory getting low.
		---	---	
		100	100%	
26	POLLING PASSWORD		(----)	Setting a 4-digit password for secured polling.
27	POLLED FILE SAVE	1	Invalid	Selecting whether or not the machine retains the polled document in memory even after the document is polled once.
		2	Valid	
28	STAMP AT MEM. XMT	1	Invalid	Selecting whether or not the machine stamps the original documents when storing the documents into memory.
		2	Valid	
32	COPY REDUCTION	1	Invalid	Selecting whether or not the machine performs copy reduction in accordance with the setting of Parameter No. 24 and 25.
		2	Valid	
33	XMT REDUCTION	1	Invalid	Selecting whether or not the machine performs reduction when the transmitting document is wider than the recording paper used at the receiving machine.
		2	Valid	

Continued on the next page.

No.	Parameter	Setting Number	Setting	Comments
37	RCV TO MEMORY		(----)	Enter a 4-digit password used to print out the received document in memory by F8-5 (RCV TO MEMORY). When F8-5 is set to On, this parameter will not be shown on the LCD display. (see page 87)
38	FAX ACCESS CODE		(----)	Enter a 4-digit Fax Access Code to secure the machine from unauthorized use. (see page 86)
41	RELAY XMT REQUEST	1	Invalid	Selecting whether or not the machine performs Relay XMT Request. (see page 105)
		2	Valid	
42	CONF. FAX PARAMETER	1	Invalid	Selecting whether or not the machine performs Confidential Network Communication. (see page 101)
		2	Valid	
43	CONF. POLLED FILE SAVE	1	Invalid	Selecting whether or not the machine saves the confidential polled file even after the file is polled once.
		2	Valid	
44	PASSWORD XMT	1	Off	Setting a 4-digit XMT-Password and selecting whether or not the machine performs and checks the XMT-Password of the receiving station when transmitting. (see page 90).
		2	On	
45	PASSWORD RCV	1	Off	Setting a 4-digit RCV-Password and selecting whether or not the machine performs and checks the RCV-Password of the transmitting station when receiving . (see page 90)
		2	On	
46	SELECT RCV	1	Invalid	Selecting whether or not the machine performs selective reception. (see page 89)
		2	Valid	
47	REMOTE RCV	1	Invalid	Selecting whether or not the machine accepts remote reception command (see page 63).
		2	Valid	
52	DIAGNOSTIC PASSWORD		(----)	Setting the password for Remote Diagnostic Mode. Please ask your Panasonic Authorized Dealer for details.
53	OPTION MEMORY	-	-	Display the amount of base and option memory installed. (Base Memory + Option Memory)

Note: *The standard settings are printed on the Fax Parameter List. To print out Fax Parameter List see page 123.*

The MERCURY Residential 132 Service and PIN Code Service

Mercury's Residential Service is a highly competitive telephone service for the residential and small business user. Most UK long distance and international calls are cheaper over Mercury, especially in the Economy period. For customers who makes a large number of long distance and international calls during the daytime, extra saving area available by joining the Mercury Frequent Caller Programme.

Mercury calls are rounded to the second, and charged to the nearest tenth of a penny. You will also receive fully itemised bills. Mercury Customer Assistance is available 24 hours a day to provide the highest level of customer service.

There are two ways to access Mercury, the Residential 132 Service and Residential PIN Code Service. To find out the best method to suit your requirement, call Mercury Customer Assistance on Free Call 0500-500194 (24 hours). Most homes and businesses are now able to access the Mercury network via their existing British Telecom line. Mercury Customer Assistance will be able to check whether Mercury is available in your area.

All Mercury's charges and tariffs are the same for both methods of accessing Mercury. The only difference is how you connect to the Mercury network

For Residential 132 Service Customers

Once you have become a Mercury Residential 132 customer, you simply dial 132 before a long distance or international call to send it over the Mercury network. The Mercury button on your machine comes with the digits '132' pre-stored in it. To check that you have access to Mercury follow details as page 38 "Checking the Connection to Mercury Network".

For Residential PIN Code Service Customers-Programming the Mercury Button with Your PIN Code

After you apply for Mercury's Residential PIN Code Service, you will receive a Mercury PIN Code in two seperate parts. The PIN code, which is similar to a bank PIN number, identifies you as a Mercury Customer and will need to be stored in your fax memory using the Mercury button. See page 37 "To enter 131 access and PIN Code".

Cost Centre Codes

Cost Centre codes are selectable on your Mercury order form. By keying in a code number (either 2 or 3 digits) before dialling each and every Mercury call businesses can allocate calls to different jobs, or residential users can see who is responsible for each call.

Please note that Cost Centre codes are not currently available with Residential 132 Service (at time of going to press).

Deleting the Mercury PIN Code

If for any reason you have to return your machine for repair, you should delete the Mercury PIN code (see Note 2 in page 39).

Note: *To ensure the security of your Mercury PIN code it is essential that you do not disclose your personal 4-digit code to any unauthorised persons.*

The MERCURY Residential 132 Service and PIN Code Service

Entering the Mercury Button

To enter 132 access code into the Mercury button, you do not need to do anything as the 132 access code is already programmed in the Mercury Button (see Note 1).

To enter 131 access and PIN code (Mercury Residential PIN Code Service Customer Only) **3**

1 FUNCTION 7 3 SET

```
PROGRAM [P ]
PRESS PROGRAM KEY
```

2 MERCURY

```
INPUT NEW PASSWORD
■■■■
```

3 Enter a 4-digit password (Note 2).

Ex: 1 2 3 4 and SET

```
MERCURY
132-
```

4 CLEAR

```
MERCURY
■
```

5 Enter 131, PAUSE and your PIN code (part 1 then part 2) over the number 132 (Note 3).

Ex: 1 3 1 PAUSE 1 2 3 4 5 6 7 8

```
MERCURY
131-12345678■
```

6 SET STOP

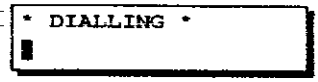
Note:
1. *If your machine is connected to a PBX line and needs a special code to get an outside line, follow the steps above and enter the number first then 132 access code.*
2. *You can enter any 4-digit number, which prevents an unauthorised person from accessing your PIN code.*
3. *If your machine is connected to a PBX line and needs a special code to get an outside line, enter the number first, followed by 131 access code, Pause and your PIN code.*

The MERCURY Residential 132 Service and PIN Code Service

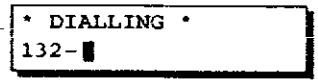
Checking the Connection to Mercury Network

To check if you have access to Residential 132 Service make the following call. (see Note1)

1 TEL/DIAL



2 MERCURY



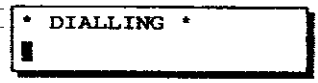
3 Dial 132 using your machine's keypad.

4 You will hear the recorded message welcoming you to Mercury network through your machine's monitor speaker. (see Note 2)

5 Now to make a call via Mercury. See page 41.

To check if Mercury button is programmed correctly for Residential PIN Code Service make the following call. (see Note 1)

1 TEL/DIAL



2 MERCURY

3 Enter Cost Centre Code if applicable. (see Note 3)

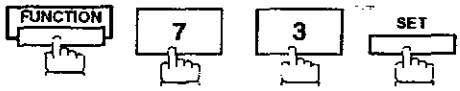
4 Dial 1500 using your machine's keypad.

5 You will hear a high pitched tone (Mercury dial tone) through your machine's monitor speaker, then after a few seconds the recorded message welcoming you to Mercury network. (see Note 2)

6 Now to make a call via Mercury. See page 41.

Note: *1. This call is free of charge.*
2. If you cannot hear the message clearly, adjust the speaker volume. (see page 21)
3. Select any 2 or 3 digit number except 1122 or 999.
4. If you have any difficulties, please contact Mercury Customer Assistance on Free Call 0500-500193 (24 hours).

Re-entering the Mercury Button

1 


```
PROGRAM [P ]
PRESS PROGRAM KEY
```

2


```
INPUT PASSWORD
■■■■
```

3 Enter the 4-digit password.

Ex: [1] [2] [3] [4] and [SET]

```
INPUT NEW PASSWORD
■■■■
```

4 Enter a new 4-digit password.

Ex: [2] [2] [2] [2] and [SET]

```
MERCURY
131-■■■■■■■
```

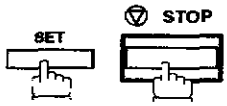
5


```
MERCURY
■
```

6 Enter a new access code (and, Pause, PIN code for 131 access). (See Note 1)

Ex: [1] [3] [2] and [PAUSE]

```
MERCURY
132-■
```

7 

Note: *1. When you change Mercury button setting, One-Touch/Abbreviated dialling numbers which are programmed using Mercury button are changed automatically.*

2. To delete the PIN code press [SET] just after pressing [CLEAR] after step 5.

The MERCURY Residential 132 Service and PIN Code Service

Entering One-Touch/Abbreviated Dialling Numbers

The Mercury button can be used to help you to enter One-Touch/Abbreviated dialling numbers. Instead of entering either 132 or 131, Pause and PIN code at each time of entering the One-Touch/Abbreviated dialling number, you simply press the Mercury button followed by the desired telephone number.

If you want to retain the choice between British Telecom network and Mercury network, just enter the telephone number. (see Note 1)

To enter One-Touch/Abbreviated dialling via Mercury network

1 FUNCTION 7 2 SET

```
1:ONE-TOUCH
2:ABBR. NO.
```

2 Press a One-Touch key or ABBR and a 2-digit code (01 to 72).
Ex: 01

```
ONE-TOUCH<01>    TEL.
```

3 MERCURY (see Note 2)

```
ONE-TOUCH<01>    TEL.
131-
```

or

```
ONE-TOUCH<01>    TEL.
132-
```

4 Enter the telephone number. (see Note 3)

Ex: 5 5 5 1 2 3 4

```
ONE-TOUCH<01>    TEL.
131-          5551234
```

or

```
ONE-TOUCH<01>    TEL.
132-5551234
```

5 SET

6 Enter the station name using character key (up to 15 characters).
Ex: P A N A S O N I C

```
ONE-TOUCH<01>    NAME
PANASONIC
```

7 SET STOP

Note:
1. *Only transmission from ADF is available in this operation. If you want to use memory transmission via Mercury network, enter full number into One-Touch/Abbreviated dialling number by using Mercury button.*
2. *If 131 access is set in Mercury button, PIN code is not shown on the display*
3. *You can enter the number up to 36 digits in total of the access code, PAUSE, PIN code and telephone number.*
4. *After entering whole One-Touch/Abbreviated dialling numbers, confirm the all numbers are entered correctly by using One-Touch/Abbreviated dialling number list (see page 119). If the PIN code is entered in a One-Touch/Abbreviated dialling, the PIN code is not printed out*

Transmission Via Mercury Network

Where an access code is programmed in One-Touch/Abbreviated dialling

1 Set document(s) face down.

DOCUMENT SET
ENTER STATION 00%

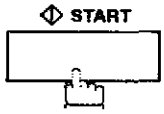
3

2

Make sure that the MEMORY lamp is on.
If not, press MEMORY to set "ON".

3 Press a One-Touch key or ABBR number.
Ex: 01

ONE-TOUCH
<01>(Station name)

4 

The document is stored into memory with a file number.
Then start to dial the telephone number.

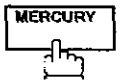
Where an access code is not programmed in One-Touch/Abbreviated dialling (see Note1)

1 Set document(s) face down.

DOCUMENT SET
ENTER STATION 00%

2

* DIALLING *

3 

Enter Cost Centre Code if applicable. (see Note2)

* DIALLING *
131-

or

* DIALLING *
132-

4 Dial the telephone number by pressing either:
- Manual Number Dialling
- One-Touch Dialling
- Abbreviated Dialling

* DIALLING *
131- 5551234

or

* DIALLING *
132-5551234

Note: *1. Only transmission from ADF is available in this operation. If you want to use memory transmission via Mercury network, enter full number into One-Touch/Abbreviated dialling number by using Mercury button.*

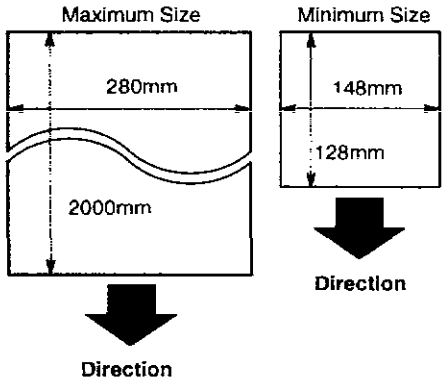
2. Select any 2 or 3 digit number except 112 or 999. (only applicable to Mercury Residential PIN Code Service customer who have selected to use Cost Centre codes.)

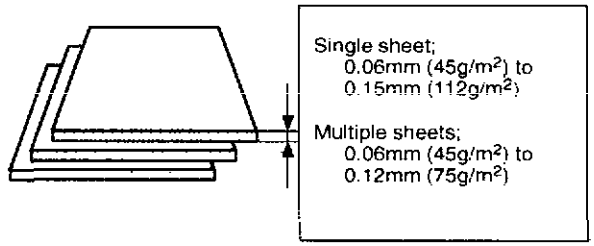
This page is intentionally left blank.

Documents You Can Send

In general, your machine will send any document printed on Letter or Legal size paper.

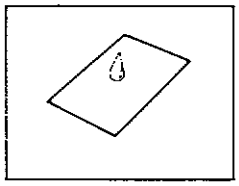
Document Size	Document Thickness

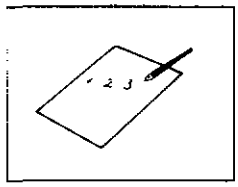


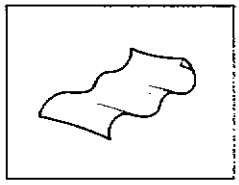


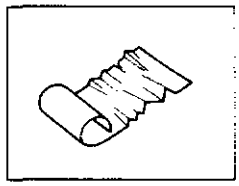
Documents You Cannot Send

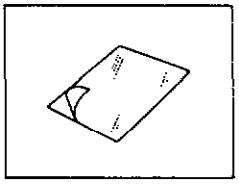
You must never try to send documents that are

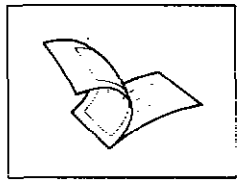

Wet


Covered with wet ink or paste


Too thin (e.g., onionskin, airmail paper, pages from some magazines, etc.)


Wrinkled, curled or folded


Coated (e.g., glossy paper, etc.)

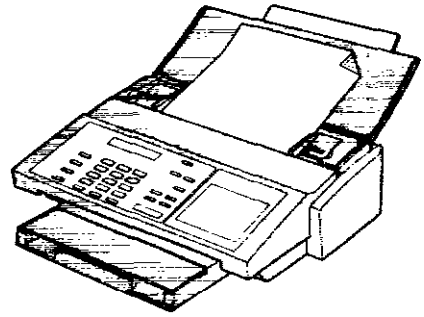

Chemically processed (e.g., pressure-sensitive paper, carbon-coated paper, etc.) or made of cloth or metal

To transmit these kinds of documents, make a photocopy first and then transmit the copy instead.

Loading Documents

How to Load Documents

1. Be sure the document(s) is free of staples, paper clips and is not torn, greasy or covered by foreign objects.
2. Place the document(s) **FACE DOWN** on the Automatic Document Feeder (ADF) until the leading edge placed into the machine stops.
   If you are sending multiple pages, make sure that **the bottom sheet enters first**. You can also stack **up to 30 PAGES** (see Note 1) on the ADF at one time. If you have more than 30 pages, wait until transmission or storing in memory starts as pages feed through, place any remaining pages on top of the last page in the feeder.
3. Adjust the Document Guides to center the document on the ADF.



CORRECT

INCORRECT

When you set a document on the ADF, the display message will change from date and time (standby) to **DOCUMENT SET**. You can now change basic transmission settings, or begin the dialling procedure.

```
DOCUMENT SET
ENTER STATION    00%
```

Note: *1. The document limitation to send multiple pages is as follows.*

	Document Size	*Document Thickness*
Up to 20 pages	*Up to 280 mm × 364mm*	*0.06 mm to 0.12 mm*
*Up to 30 pages**	*A4 size*	*0.06 mm to 0.10 mm*

** Please note that some kind of papers might not be able to set 30 pages even if the size and thickness is satisfied the specification.*

2. Transmitting documents longer than 356 mm requires user's assistance.

Basic Transmission Settings

You can temporarily change the transmission settings either before or after you place document on the ADF. These settings are as follows;

- Original (Contrast)
- Resolution
- Halftone
- Stamp
- Communication Journal

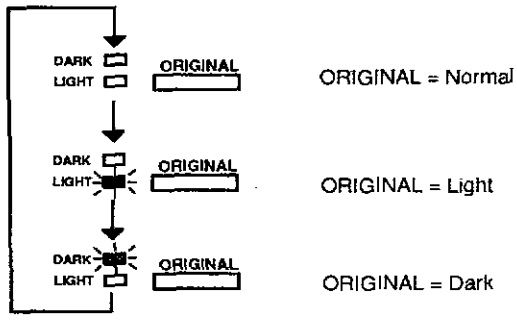
After your document has been sent, your machine will automatically return to the preset settings.

4

Original (Contrast)

Your machine is preset to **Normal** contrast. If you have to send a document with light print contrast, you may get better results by changing the setting to **Light.** If you have to send a document with dark print contrast, change the setting to **Dark.**

Press ORIGINAL to:

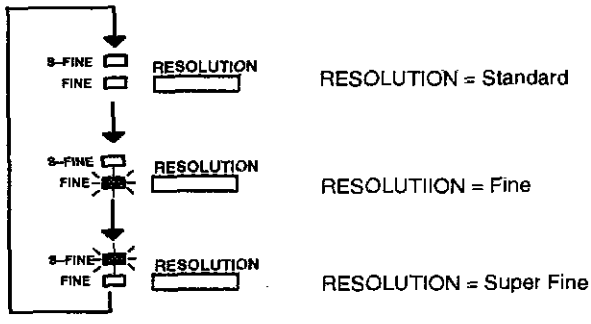


Note: *To change the preset Contrast position, change the setting of Fax Parameter No. 01, see page 33.*

Resolution

Your machine is preset to **Standard** resolution, which is suitable for most documents.
Use **Fine** or **Super Fine** for detailed documents.

Press RESOLUTION to:

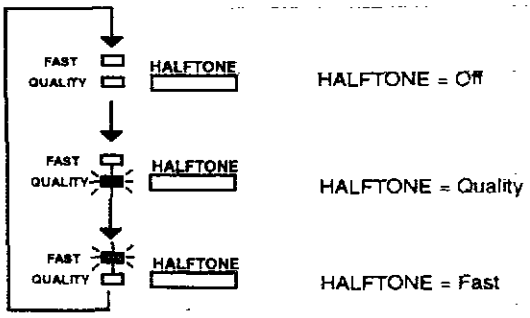


Note: *To change the preset Resolution position, change the setting of Fax Parameter No. 02, see page 33.*

Basic Transmission Settings

Halftone

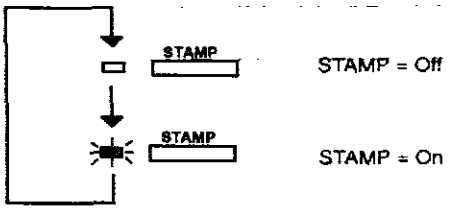
The Halftone setting is useful when sending photographs or illustrations with gray tones. Your machine is preset to HALFTONE = Off. You can select either Fast mode or Quality mode.



Note: *When you select HALFTONE to FAST or QUALITY, your machine will automatically select* ***Fine Resolution****.*

Verification Stamp

The Verification Stamp helps you to confirm successful transmissions by stamping the bottom of each successfully transmitted page with a small ⊗ mark.
Press STAMP to:



Note: 1. *When you store document in memory, the Verification Stamp will not function. If you wish to enable the use of the Verification Stamp when storing document in memory, change the setting of Fax Parameter No. 28, see page 34.*
2. *To change the preset Verification Stamp position, change the setting of Fax Parameter No. 04, see page 33.*

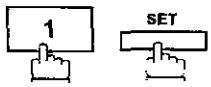
Communication Journal (COMM. JOURNAL)

A Communication Journal lets you verify if the transmission was successful. You can select the condition to print out the communication Journal as follows.

When you set COMM. JOURNAL = **OFF**, a Communication Journal will not be printed out.
When you set COMM. JOURNAL = **ON**, a Communication Journal is printed out automatically after every communication.
When you set COMM. JOURNAL = **INC.**, a Communication Journal is printed out automatically only if the communication has failed.

1


```
SELECT MODE     (1-5)
ENTER NO. OR ^ v
```

2 


```
COMM. JOURNAL=INC
1:OFF 2:ON 3:INC
```

3

for OFF.

```
COMM. JOURNAL=OFF
1:OFF 2:ON 3:INC
```

or

for ON (Always prints out).

```
COMM. JOURNAL=ON
1:OFF 2:ON 3:INC
```

or

for INCOMPLETE only.

```
COMM. JOURNAL=INC
1:OFF 2:ON 3:INC
```

4

Note: *To change the preset Comm. Journal position, change the setting of Fax Parameter No. 12, see page 33.*

Sending Documents

You can choose either Memory Transmission or Direct Transmission.

Use Direct Transmission if:
- The memory is full.
- You want to send the document after talking with the other party.

Use Memory Transmission if:
- You want to send the same document to multiple stations.
- You have to retrieve the document immediately.

Direct Transmission (ADF Transmission)

If the machine's memory is full or you wish to send the document after talking with the other party, use Direct Transmission.

Off-Hook Dialling

For Off-Hook Dialling, follow these steps

1 Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

2 Lift the handset of your external telephone and dial the telephone number from the keypad.

Ex: [5][5][5][1][2][3][4]

3 When you hear the voice of the other party, tell the other party to prepare to receive a document.

Then, when you hear a beep, press [START] and hang up the handset.

```
ON LINE * XMT *
5551234
```

Note: *To stop the transmission, press* [STOP].
The display shows;

```
COMMUNICATION STOP?
1:YES 2:NO
```

Press [1] *to stop the transmission.*

On-Hook Dialling

For On-Hook Dialling, follow these steps

1 Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

4

2

You will hear dial tone through the monitor speaker.

```
* DIALLING *
```

3 Dial the telephone number from the keypad.

Ex: [5] [5] [5] [1] [2] [3] [4]

```
* DIALLING *
5551234
```

Machine will start sending automatically.

```
ON LINE * XMT *
5551234
```

Note: *1. If you need a special access number to get an outside line, dial it first then press [PAUSE] to enter a pause (represented by a "–") before dialling the full number.*
Ex: 9 PAUSE 5551234

2. If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press [TONE] (represented by a "/").
The dialling mode will be changed from Pulse to Tone after dialling the digit "/".

3. To stop the transmission, press [STOP].
The display shows;

```
COMMUNICATION STOP?
1:YES 2:NO
```

Press [1] to stop the transmission.

4. When you hear the voice of the other party through the monitor speaker in step 3, lift the handset of your external telephone and press [STOP] and tell the other party to prepare to receive a document. Then, when you hear a beep, press [START].

Sending Documents

Manual Number Dialling (ADF Transmission)

To dial the telephone number manually, follow the steps below.

1

Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

2 MEMORY

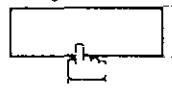
Make sure that the lamp is off. If not, press [MEMORY] to set "off".

3 Enter a telephone number from the keypad.

Ex: [5][5][5][1][2][3][4]

```
PRESS START TO DIAL
5551234
```

4 ◇ START



```
* DIALLING *
5551234
```

Your machine starts to dial the telephone number.

Note:

1. *If you need a special access number to get an outside line, dial it first then press [PAUSE] to enter a pause (represented by a "–") before dialling the full number.*
   Ex: 9 PAUSE 5551234
2. *If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press [TONE] (represented by a "/").*
   The dialling mode will be changed from Pulse to Tone after dialling the digit "/".
3. *To stop the transmission, press [STOP].*
   The display shows;

   ```
   COMMUNICATION STOP?
   1:YES 2:NO
   ```

   Press [1] to stop the transmission.
4. *If you hear the voice of the other party through the monitor speaker after last step, lift the handset of your external telephone and press [STOP] and [1] to stop the communication. Then press [STOP] to stop the alarm. When you hear the beep after telling the other party to prepare to receive the document, press [START] to start fax communication.*

One-Touch Dialling (ADF Transmission)

One-Touch Dialling allows you to dial a full number by pressing a single key. To set One-Touch keys, see page 27.

1 Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```


2 MEMORY

Make sure that the lamp is off. If not, press [MEMORY] to set "off".

3 Press a One-Touch key.

Ex: [01]

The display will show the One-Touch number and station name. The full number (e.g. 9-555 1234) will then be dialed.

```
ONE-TOUCH
<01>(Station name)
```

```
* DIALLING *
9-555 1234
```

Note: *1. To stop the transmission, press [STOP].*
The display shows;

```
COMMUNICATION STOP?
1:YES 2:NO
```

Press [1] to stop the transmission.

2. If you hear the voice of the other party through the monitor speaker after last step, lift the handset of your external telephone and press [STOP] and [1] to stop the communication. Then press [STOP] to stop the alarm. When you hear the beep after telling the other party to prepare to receive the document, press [START] to start fax communication.

Sending Documents

Abbreviated Dialling (ADF Transmission)

Abbreviated dialling is a speedy way to dial a frequently dialed telephone number by preprogram the telephone number in the built-in auto-dialer with a 2-digit abbreviated code. To program an abbreviated dialling number, see page 27.

1 Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

2 MEMORY

Make sure that the lamp is off. If not, press [MEMORY] to set "off".

3 Press [ABBR] and a 2-digit code.

Ex: [ABBR] [1] [0]

```
ABBR
[10](Station name)
```

The display will show the ABBR number and station name. The full number (e.g. 9-555 1234) will then be dialed.

```
* DIALLING *
9-555 1234
```

Note: *1. To stop the transmission, press* [STOP]. *The display shows;*

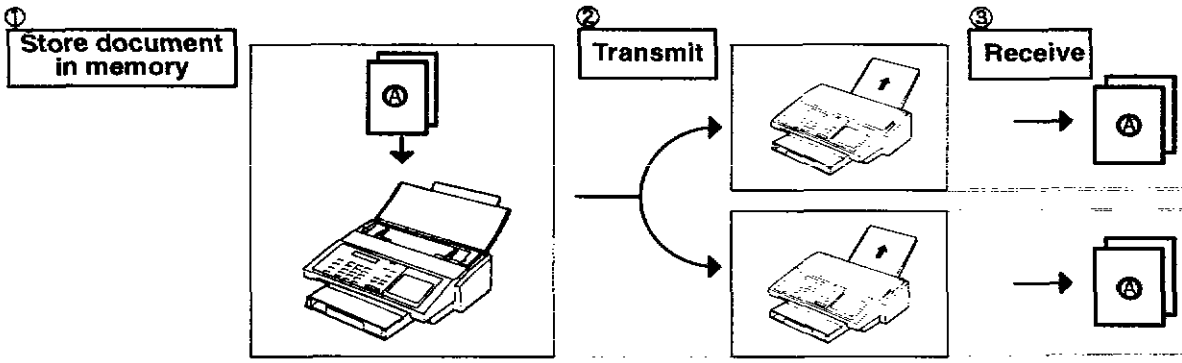
```
COMMUNICATION STOP?
1:YES 2:NO
```

Press [1] *to stop the transmission.*

2. If you hear the voice of the other party through the monitor speaker after last step, lift the handset of your external telephone and press [STOP] *and* [1] *to stop the communication. Then press* [STOP] *to stop the alarm. When you hear the beep after telling the other party to prepare to receive the document, press* [START] *to start fax communication.*

Memory Transmission

Your machine quickly stores the document into the machine's memory.
Then, starts to dial the telephone number.
If the transmission fails, your machine will re-transmit the remaining unsuccessful page(s) automatically.



Note:

1. *The File Number of the document being stored is shown at the upper right corner of the display while storing the document. It is also printed on the Communication Journal (COMM. JOURNAL), 32 Transaction Journal and File List. The percentage of memory used is shown on the lower right corner of the display after each page is stored.*

```
* STORE *      NO.003
      PAGES=02   10%
```

```
* STORE * COMPLETED
TOTAL PAGES=05   30%
```

2. *If a memory overflow occurs while storing documents into memory, the machine will prompt on the display, whether to start transmitting those pages which are successfully stored or to cancel the transmission. Press [1] to cancel; press [2] to transmit. See Specifications, page 140 for the image memory capacity.*

```
MEMORY OVERFLOW
 INFO. CODE=870
```

```
15 PAGES COMPLETED
DELETE? 1:YES 2:NO
```

3. *An Information Code will be displayed if the transmission has failed or no answer at the receiving side after the last automatic redial. The document stored for this transmission will be erased from the memory automatically and the transmission is marked "INC" (incomplete) on the Communication Journal (COMM. JOURNAL).*

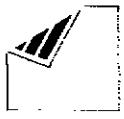
```
INCOMPLETE
 INFO. CODE=XXX
```

4. *When a power failure occurs, your machine will retain the document information stored in the memory for up to 1 hour, when the battery is fully charged.*

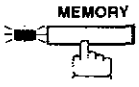
Sending Documents

Manual Number Dialling (Memory Transmission)

To dial the telephone number manually using the keypad, follow the steps below.

1  Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

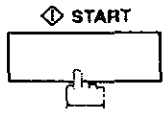
2 

Make sure that the MEMORY lamp is on.

3 Enter a telephone number from the keypad.

Ex: [5] [5] [5] [1] [2] [3] [4]

```
TEL. NO.
5551234
```

4 


```
* STORE *      NO.002
     PAGES=01    05%
```

```
* STORE * COMPLETED
TOTAL PAGES=05   25%
```

The document is stored into memory with a file number.
Then starts to dial the telephone number.

```
* DIALLING *
5551234
```

Note: *1. If you need a special access number to get an outside line, dial it first then press [PAUSE] to insert a pause (represented by a "-") before dialling the full number.*
Ex: 9 PAUSE 5551234

2. If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press [TONE] (represented by a "/").
The dialling mode will be changed from Pulse to Tone after dialling the digit "/".

3. To stop the transmission, press [STOP].
The display shows;

```
COMMUNICATION STOP?
1:YES 2:NO
```

Press [1] to stop the transmission. The document you stored will be erased automatically.

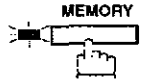
One-Touch Dialling (Memory Transmission)

One-Touch Dialling allows you to dial a full number by pressing a single key. To set One-Touch keys, see page 27.

1 Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

4

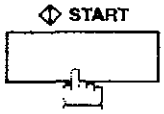
2 

Make sure that the MEMORY lamp is on.

3 Press a One-Touch key.

Ex: 01

```
ONE-TOUCH
<01>(Station name)
```

4 

The document is stored into memory with a file number.
Then starts to dial the telephone number.

```
* STORE *      NO.002
      PAGES=01    05%
```

```
* STORE * COMPLETED
TOTAL PAGES=05   25%
```

Sending Documents

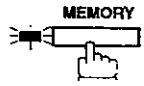
Abbreviated Dialling (Memory Transmission)

Abbreviated dialling is a speedy way to dial a frequently dialed telephone number by preprogram the telephone number in the built-in auto-dialer with a 2-digit abbreviated code. To program an abbreviated dialling number, see page 27.

1

Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

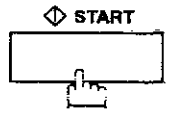
2 

Make sure that the MEMORY lamp is on.

3 Press [ABBR] then enter a 2-digit code.

Ex: [ABBR] [1] [0]

```
ABBR
[10](Station name)
```

4 

The document is stored into memory with a file number.
Then starts to dial the telephone number.

```
* STORE *      NO.002
      PAGES=01    05%
```

```
* STORE *  COMPLETED
TOTAL PAGES=05    25%
```

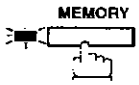
Multi-Station Transmission (Broadcasting)

If you have to send a same document to multiple stations, you can save time in feeding the document by using memory transmission. That is, you can store the document into memory and then send it to the station(s) automatically.

1
Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

4

2 

Make sure that the MEMORY lamp is on.

3 Dial by any combination of the following methods.
- Manual Number Dialling (Up to 12 stations)
- One-Touch Dialling
- Abbreviated Dialling

(For details, see page 50 to 52.)

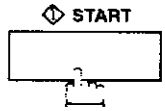
Ex: [01]

[ABBR] [1] [0]

```
ONE-TOUCH
<01>(Station name)
```

```
ABBR          STNS=002
[10](Station name)
```

(When entering a station for Manual Number Dialling, press [SET] after each station is entered.)

4 

The document is stored into memory with a file number. Then starts to dial the telephone number in sequence.

```
* STORE *      NO.001
     PAGES=01    01%
```

```
* STORE * COMPLETED
TOTAL PAGES=05    25%
```

Note: *You can review the stations you entered in step 3 before storing your document into memory by pressing [^] or [v]. Press [CLEAR] to clear an entered station show on display if needed.*

Sending Documents

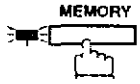
Multifile Transmission

When you have to send several documents to different stations, you do not have to wait until each transmission is completed. You can store all the different documents into memory and program the machine to dial each telephone number for each document. Instead of sending the documents separately, you can reserve all the transmission at one time.

1

Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

2 

Make sure that the MEMORY lamp is on.

3 Dial by any combination of the following methods.
- Manual Number Dialling (Up to 12 stations total in all files)
- One-Touch Dialling
- Abbreviated Dialling

(For details, see page 50 to 52.)

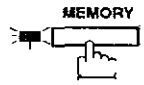
Ex: [01]

```
ONE-TOUCH
<01>(Station name)
```

[ABBR] [1] [0]

```
ABBR          STNS=002
[10](Station name)
```

(When entering a station for Manual Number Dialling, press [SET] after each station is entered.)

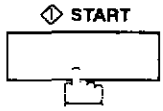
4 

to store the document into memory.
The document is stored into memory with a file number.

```
* STORE *      NO.001
      PAGES=01    01%
```

```
* STORE *  COMPLETED
TOTAL PAGES=05    25%
```

5 Repeat step 1 through 4 for each document that you are sending. (see Note 3)

6 


```
* DIALLING *
<01>(Station name)
```

Your machine starts to dial the telephone number in sequence.

Note:
1. *You can review the stations you entered in step 3 before storing your document into memory by pressing [^] or [v]. Press [CLEAR] to clear an entered station show on display if needed.*
2. *The home position of MEMORY key can be set by Fax Parameter No. 05.*
3. *Up to 8 Memory Transmission files (6 Deferred Communication, 1 Polling XMT file, 7 Mailboxes or a combination not exceed maximum 8 files) can be set.*

Transmission Reservation

You can do the following while sending a document from memory or receiving a document.

- Reserve next transmission into memory for up to 8 different documents.
- Reserve priority transmission.

Memory Transmission Reservation

If your machine is on-line busy transmitting from memory, receiving or printing received documents, you can reserve transmission by the following procedure.

1 Your machine is on-line, the LCD is shown as to the right or printing received documents.

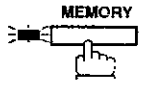
```
ON LINE * MEM.XMT *
ID:(Identification)
```

```
ON LINE * RCV *
ID:(Identification)
```

```
* PRINTING *
MEMORY RCV'D DOC
```

2 Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

3 

Make sure that the MEMORY lamp is on.

4 Dial by any combination of the following methods.

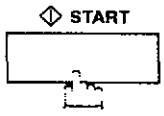
- Manual Number Dialling (Up to 12 stations total in all files)
- One-Touch Dialling
- Abbreviated Dialling

(For details, see pages 50 to 52.)

Ex: [01]

(When entering a station for Manual Number Dialling, press [SET] after station is entered.)

```
ONE-TOUCH
<01>(Station name)
```

5 

- If your machine is on reception or printing out received documents, the document will be stored in memory.
- If your machine is on memory transmission, following message will appear on display.

```
MEMORY XMT RESERVED
```

After finishing the memory transmission, the document will be store in memory.
To cancel the memory transmission reservation before the document is stored in memory, make sure that the display shows "MEMORY XMT RESERVED" then press [STOP] and [1].
To cancel the reservation after storing the document in memory, see page 84.

Sending Documents

Direct Transmission Reservation (Priority Transmission Reservation)

If you are in a rush to send an urgent document, however there are many files in the memory. use Direct Transmission Reservation to send the urgent document. The urgent document will be sent immediately after the current communication is finished.
Note that you cannot send the documents to multiple stations.

To reserve your machine for sending the urgent documents

1 Your machine is on-line, the LCD as shown to the right or printing received documents.

```
ON LINE * MEM.XMT *
ID:(Identification)
```

```
ON LINE * RCV *
ID:(Identification)
```

```
* PRINTING *
MEMORY RCV'D DOC
```

2 Set document(s) face down.

```
DOCUMENT SET
ENTER STATION   00%
```

3 MEMORY

Make sure that the lamp is off. If not, press [MEMORY] to set "off".

4 Dial a number by using any of following.
- Manual Number Dialling and press [START]
- One-Touch Dialling
- Abbreviated Dialling

(For details, see pages 50 to 52.)

Ex: [01]

```
ONE-TOUCH
<01>(Station name)
```

You can reserve sending an urgent document to a single station only.
A message "DIRECT XMT RESERVED" will be shown on the display.

```
DIRECT XMT RESERVED
<01>(Station name)
```

To cancel the direct transmission reservation

1 Make sure the document is on the ADF.

```
DIRECT XMT RESERVED
<01>(Station name)
```

2 STOP

```
CANCEL XMT RESERVE ?
1:YES 2:NO
```

3 [1] and then remove the document from ADF.

Redialling

Automatic Redialling

If the line is busy or there is no answer, your machine will redial the number up to 5 times at 3 minutes interval. During that time, a message will appear as shown to the right.

```
WAITING TO DIAL
(Telephone number)
```

- If the line is still busy after the last try, a message will appear as shown to the right and your machine will print out a COMM. Journal depending on the setting of Fax Parameter No. 12.

```
INCOMPLETE
 INFO. CODE=630
```

4

- When transmitting from memory and there is no answer after the last try, the stored document will be automatically erased .

Manual Redialling

You can also redial the last dialed number manually by pressing the REDIAL key.

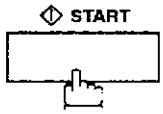
To redial the last dialed number through memory

1 Set document(s) face down.
Make sure that the MEMORY lamp is on.

```
DOCUMENT SET
ENTER STATION(S) 00%
```

2


```
TEL NO.
5551234
```

3 


```
* STORE *      NO.002
      PAGE=01     01%
```

The document is stored into memory with a file number.
Then dials the last dialed number.

To redial the last dialed number through ADF

1 Set document(s) face down.

2


```
* DIALLING *
```

3

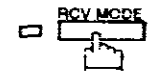
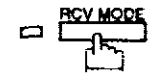
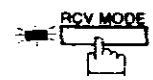
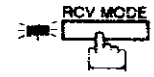

```
* DIALLING *
5551234
```

Your machine starts to dial the last dialed number.

Receiving Documents

Reception Modes

You can select one of the four modes as shown below.

Conditions	Suggested Reception Mode	Settings
You normally receive only voice calls.	Telephone Mode (Attended) You can answer the incoming call via the handset. If you receive a fax calling signal, simply press START to receive manually. (see page 63)	① Fax Parameter No. 15 set to 1 : Tel ②  Lamp : OFF
You receive both voice and fax calls.	Fax / Tel Auto Switching Mode (Attended) Unit will answer the incoming call then distinguishes whether it is voice or fax call. If it is a fax call, the unit will receive automatically. if it is a voice call, the unit will signal (rings) through the speaker for your attention. (see page 64)	① Fax Parameter No. 15 set to 2 : Fax / Tel SW. ②  Lamp : OFF
You normally receive fax calls only.	Fax Mode (Unattended) Unit will receive the document automatically. All incoming calls (including a voice call) are answered by the fax machine. (see page 65)	① Fax Parameter No. 16 set to 1 : Fax ②  Lamp : ON
You receive both voice and fax calls. And a Telephone Answering Machine (TAM) is connected.	TAM Interface Mode (Unattended) The TAM answers the incoming call. During that time, the unit also monitors whether it is a voice call, the TAM continue to operate. If it is a fax call, the unit will automatically switch the line to fax and begin receiving document. (see page 66)	① Fax Parameter No. 16 set to 1 : TAM I / F. ②  Lamp : ON

Note: *Depending on the model of the Telephone Answering Machine (TAM) that is connected, some of the feature may not be compatible with the your machine operating in the TAM Interface mode.*

Telephone Mode

When your machine is set to this mode, your machine will not receive documents automatically. If you receive a fax call, follow the procedure to receive documents manually.

Setting the Telephone Mode

1 Change Fax Parameter No. 15 (ATTENDED MODE) to 1 : Tel. (see page 33)

2 RCV MODE

Confirm that the lamp is OFF and the display as shown to the right.

```
08-DEC-1993 15:00
RCV MODE=TEL      00%
```

Operation of Telephone Mode

1 When your telephone rings, lift the fax handset or an extension phone.

If you hear a beep from the phone, it means someone wants to send a fax. Or, if the caller answers and says he/she wants to send a fax, then...

2 Remove the document from ADF, if any.

3 Lift the extension phone.

4 ✱ ✱ within 1 second from the extension phone. (see Note)

Your machine will be activated remotely.

5 Hang up the phone.

Note: *This procedure is called "REMOTE RCV" and will work on a touch tone phone. If your extension phone is not touch tone phone, press START on the control panel of your fax machine.*

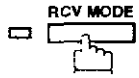
Receiving Documents

Fax / Tel Auto Switching Mode

When your machine is set to this mode, your machine will switch to document reception or voice communication automatically.

Setting the Fax / Tel Auto Switching Mode

1 Change Fax Parameter No. 15 (ATTENDED MODE) to 2: Fax / Tel SW. (see page 33)

2 

Confirm that the lamp is OFF and the display as shown to the right.

```
08-DEC-1993 15:00
RCV MODE=FAX/TEL 00%
```

Operation of Fax / Tel Auto Switching Mode

1 Your machine will soon answer the call when a call is received, then distinguish whether it is a voice or fax call.

If the call is a Fax call,

2a Your machine begins to receive the documents.

If the call is a Voice call,

2b Your machine begins signal (ringing) through the machine's speaker for your attention. (see Note)

3b Lift the handset of your extension phone and press STOP to talk.

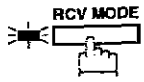
Note: *The length of time the machine signals can be changed by Fax Parameter No. 18 (OP CALL TIMER) and the volume can be set by Fax Parameter No. 10 (KEY/BUZZER VOLUME). (see page 33 and 34).*

Fax Mode

When your machine is set to this mode, it will immediately begin to receive documents automatically when a call is received.

Setting the Fax Mode

1 Change Fax Parameter No. 16 (UNATTENDED MODE) to 1: Fax. (see page 33)

2 

Confirm that the lamp is ON and the display as shown to the right.

```
08-DEC-1993  15:00
                00%
```

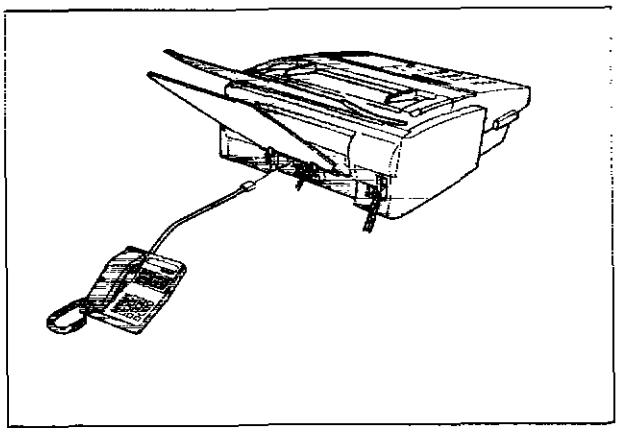
Operation of Fax Mode

Your machine will soon begin receiving automatically when a fax call is received.

TAM (Telephone Answering Machine) Interface Mode

Your machine is equipped with a unique feature called TAM Interface which enables it to automatically switch a single telephone line either to Fax or TAM. You can connect most TAMs in the market to your machine and use your existing telephone line very efficiently. However, some TAMs may not be compatible with this machine. For the operation of your TAM, please refer to the User's Guide of the TAM.

Installing your TAM



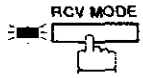
① Remove the telephone line cord of your TAM from the wall jack.

② Plug the telephone line cord of your TAM into the jack on the rear of the fax machine as shown.

Receiving Documents

Setting the TAM Interface Mode

1 Change Fax Parameter No. 16 (UNATTENDED MODE) to 2: TAM I / F. (see page 33)

2 

Confirm that the lamp is ON and the display as shown to the right.

```
08-DEC-1993 15:00
RCV MODE=FAX/TAM 00%
```

Operation of TAM Interface Mode

1 When your TAM and Fax receives an incoming call, the TAM always answers the call first and then the TAM sends an OGM (Outgoing Message) recorded in your TAM to the calling station. During the time the TAM is answering the call, your fax machine will be monitoring the line to distinguish whether it is a voice or fax call.

2a **If the call is Fax call,**

Your machine will switch the line to the fax and then begins to receive the documents immediately from the calling station.

2b **If the call is Voice call,**

Your TAM continues to record a message (ICM) after sending out an OGM.

Sample of OGM
Hello, this is Smith. Sorry I am unable to take your call. Please leave your message after the beep or if you are calling to send a fax, press the asterisk button twice on your touch tone phone now and start your machine. Thank you for calling.

Print Reduction

This machine can use Letter, Legal or A4 size plain paper for recording. Sometimes, oversized documents sent to you by the other parties cannot be printed within a single page. When this occurs, the document will be divided into separate pages.

This machine is equipped with a Print Reduction function to solve this problem. You may select the most appropriate setting from the selections described below.

1. Automatic Reduction

Each page of a received document is first stored in memory. Based on the document length, your machine will automatically calculate the suitable reduction ratio (70% to 100%) to print the entire document on a single page. If the received document is extremely long (over 35% longer than the recording paper), the document will be divided into separate pages and printed with no reduction.

IMPORTANT !
This mode requires the entire page to be received into memory before printing. However, this mode is disabled automatically and fixed reduction mode will be used in the cases described below:
a) Available memory is low
e.g. deferred transmission is stored in memory.
b) Receiving documents with large amount of data
e.g. photo sent by halftone mode.

2. Fixed Reduction

You can predetermine the reduction ratio from 70% to 100% in 1% steps. The document you received will be reduced to this ratio regardless of the size.

Selecting the Print Reduction Mode

Set Fax Parameters as shown below. (see page 34)
1. To set Automatic Reduction mode.
(1) No. 24 Print Reduction set to "Auto".

2. To set Fixed Reduction mode.
(1) No. 24 Print Reduction set to "Fixed".
(2) No. 25 Reduction Ratio set to any number between 70% through 100%. (see Note)
Ex: A4 to A4 – 94%
A4 to Letter – 90%
Letter to Letter – 94%
Legal to Letter – 75%

Note: *If sending side is set to print the header on outside of the copy area, more reduction ratio will be required.*

Receiving Documents

Substitute Memory Reception

If the recording paper runs out or jam or if the ink runs out during reception, the machine automatically starts receiving document into its image data memory. Stored documents are printed automatically after replacing the recording paper or print cartridge.

1 When the machine finishes the memory reception and there is no recording paper or ink, an Information Code appears on the display.

```
NO RECORDING PAPER
 INFO. CODE=010
```

```
OUT OF INK
 INFO.CODE=015
```

2 Install recording paper (see page 17) and press START or replace the print cartridge (see page 15).

The machine will automatically start printing the document stored in the memory.

```
* PRINTING *
MEMORY RCV'D DOC
```

Note:
1. *If the memory overflows, the machine will stop receiving and release the communication line. The document(s) stored in the memory up to that moment will be printed out automatically.*
2. *When a power failure occurs, your machine will retain the document information stored in the memory for up to 1 hour, when the battery is fully charged.*
3. *If you wish to turn off the substitute reception function, change the setting of Fax Parameter No. 22 to "Invalid" (see page 34).*

Making Copies

Your machine has a copy function which can make single or multiple copies. When copying, your machine will automatically select Fine resolution, but you may select the Standard or Super Fine resolution.

1 Set document(s) face down.

```
DOCUMENT SET
ENTER STATION   00%
```

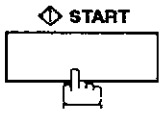
2


```
* COPY *
NO. OF COPY=1
```

3 Enter the number of copies.

Ex: 1 0

```
* COPY *
NO. OF COPY=10
```

4 


```
* STORE *      NO.005
      PAGES=01   01%
```

```
* STORE * COMPLETED
TOTAL PAGES=05  25%
```

The machine stores the document, then prints out copies.

```
* COPY *
NO. OF COPY=01/10
```

Note: *1. Your machine will print the document with no reduction when making copy.*
If you wish to enable reduction function in copy mode, change the setting of Fax Parameter No. 32 (COPY REDUCTION) to "Valid". (see page 34)
The reduction ratio will be fixed depending on the setting of Fax Parameter No. 24 (PRINT REDUCTION) and No. 25 (REDUCTION RATIO) after the Fax Parameter No. 32 is set to "Valid".
2. The print quality is not different between Fine resolution and Super Fine resolution when making copy.

Using the Machine's Telephone

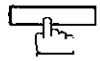
Making Voice Contact after Sending/Receiving

You may want to talk to the other person over the telephone after sending or receiving documents. To do so, perform Step 1 while the machine is still sending or receiving.

When sending **When receiving**

When sending	When receiving
ON LINE * XMT * ID:(Identification)	ON LINE * RCV * ID:(Identification)

1 TEL/DIAL



When sending	When receiving
ON LINE * XMT * TEL ID:(Identification)	ON LINE * RCV * TEL ID:(Identification)

When sending/receiving is over, you will hear a signal (ringing) through the monitor speaker.

When sending	When receiving
ON LINE * XMT * TEL OPERATOR CALLING	ON LINE * RCV * TEL OPERATOR CALLING

2 Lift the handset of your extension phone and press STOP to talk.

Answering a Voice Contact Request

When you hear a signal (ringing) through the monitor speaker, it means you are receiving a voice contact request. Follow the above step 2 to talk.

Timer Controlled Communications

You can send a document to one or multiple stations at any preset time within the next 24 hours. Up to 6 built-in timers can be set for deferred transmission and deferred polling.

Deferred Transmission

1 Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

2 FUNCTION 1

```
DEFERRED COMM. NO.=5
1:XMT 2:POLLING
```

3 1

```
DEFERRED XMT
START TIME       :
```

4 Enter start time using the keypad.
(Use a 4-digit, 24-hour clock)

Ex: 2 3 3 0 (11:30 p.m.) and SET

5 MEMORY (See Note 2)

```
DEFERRED XMT
ENTER STATION(S)
```

6 Dial by any combination of the following methods.
- Manual Number Dialling (Up to 12 stations)
- One-Touch Dialling
- Abbreviated Dialling

Ex: 02

(When entering a station for Manual Number Dialling, press SET after each station is entered.)

```
ONE-TOUCH
<02>(Station name)
```

7 ◇ START to store documents into the memory.

```
* STORE *      NO.002
     PAGES=01    05%
```

```
* STORE * COMPLETED
TOTAL PAGES=05   30%
```

Note:
1. *If you enter a wrong number in Step 4, press CLEAR then re-enter the right number.*
2. *If you wish to send the document without storing into memory (memory may not be big enough for storing the entire document), skip step 5 and enter only one station in step 6. In this case the document will remain on the ADF for Timer Transmission after step 7.*
   If you reserved the differred transmission without storing into memory, the display shows "TIMER" on the upper right corner after pressing START in last step.
3. *To change or cancel the Deferred Communication settings, see page 83 and 84.*
4. *Up to 6 Deferred Communication files (8 Memory Transmission, 1 Polling XMT file, 7 Mailboxes or a combination not exceed maximum of 8 files) can be set.*

Timer Controlled Communications

Deferred Polling

1 FUNCTION 1

```
DEFERRED COMM. NO.=
1:XMT 2:POLLING
```

2 2

```
DEFERRED POLLING
    PASSWORD=
```

3 Enter a 4-digit polling password.

Ex: 9 8 7 6 and SET

```
DEFERRED POLLING
START TIME     :
```

4 Enter start time using the keypad.
(Use a 4-digit, 24-hour clock)

Ex: 0 3 3 0 (3:30 a.m.) and SET

```
DEFERRED POLLING
ENTER STATION(S)
```

5 Dial by any combination of the following methods.
- Manual Number Dialling (Up to 12 stations)
- One-Touch Dialling
- Abbreviated Dialling

Ex: 10

(When entering a station for Manual Number Dialling, press SET after each station is entered.)

```
ONE-TOUCH
<10>(Station name)
```

6 ◇ START

```
* STORE *      NO.001
```

Note: *1. If you enter a wrong number in Step 3, press CLEAR, then re-enter the right number.*
2. To change or cancel the Deferred Communication settings, see page 83 and 84.

Polling

Polling means calling other station(s) to retrieve a document. The other station must know in advance that you will call and must have a document set on the ADF or stored in the memory. You may need to set a polling password, shared by the other station, to ensure security.

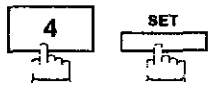
Setting Polling Password

If the polling password does not match with the polled station, your polling request will be refused automatically.

To set the polling password, follow the steps below.

1


```
SET MODE          (1-5)
ENTER NO. OR ∧ ∨
```

2 


```
FAX PARAMETER(01-53)
NO.=
```

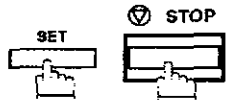
3


```
26 POLLING PASSWORD
```

4 Enter a 4-digit polling password.

Ex: 1 2 3 4

```
26 POLLING PASSWORD
                1234
```

5 

Note: 1. *Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll important documents.*

2. *If a password is not set in the polled station, you may poll the other station even though your machine has a password.*

Polling

Preparing to be Polled

In order to let other stations poll your machine, you must prepare your machine with a document stored in memory. Be sure to set the polling password before storing the document into memory. After being polled, the documents stored in the memory will be erased automatically.

1 Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

2


```
POLLING          NO.=
1:POLLING 2:POLLED
```

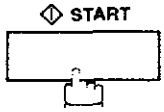
3


```
POLLED
    PASSWORD=1234
```

4 Enter a 4-digit polling password.(see Note 3)

Ex: 4 3 2 1

```
POLLED
    PASSWORD=4321
```

5 

The document(s) will be stored into memory.

```
* STORE *      NO.015
      PAGES=01   01%
```

```
* STORE * COMPLETED
TOTAL PAGES=05   24%
```

Note:
1. *You can still send or receive documents even when set to be polled.*
2. *Only 1 polled file can be stored in memory.*
3. *If you have set the polling password in Fax Parameter No. 26, the password will appear on the display. You can still change the password temporarily by overwriting it with a new one.*

To Poll Documents from Another Station

The following procedure lets you poll a document from one or multiple stations (up to 112 stations). Be sure to set the polling password before polling (see page 73).

1 FUNCTION 3

```
POLLING          NO.=
1:POLLING 2:POLLED
```

2 1

```
POLLING
    PASSWORD=1234
```

3 Enter a 4-digit polling password.(see Note 2)

Ex: 1 1 1 1

```
POLLING
    PASSWORD=1111
```

4 SET

```
POLLING
ENTER STATION(S)
```

5 Dial by any combination of the following methods.
- Manual Number Dialling (Up to 12 stations)
- One-Touch Dialling
- Abbreviated Dialling

Ex: ABBR and 1 0
(When entering a station for Manual Number Dialling, press SET after each station is entered.)

```
ABBR
[10](Station name)
```

6 ◇ START

```
* STORE *        NO.001
```

```
* DIALLING *
[10](Station name)
```

Note: *1. You can review the entered stations in step 5 by pressing ∧ or ∨ key, press CLEAR to erase the displayed station as needed.*
2. If you have set the polling password in Fax Parameter No. 26, the password will appear on the display. You can still change the password temporarily by overwriting it with a new one.

Program Keys

Your fax machine has special Program Keys. These keys are useful if you frequently need to send or poll the same group of stations. You can use these keys to store a sequence of stations to be polled, a deferred transmission or polling sequence, an additional One-Touch key or a One-Touch group key.

Setting for Deferred Transmission

To set a Program Key for deferred transmission

1 FUNCTION 7 3 SET

```
PROGRAM [P ]
PRESS PROGRAM KEY
```

2 **Ex:** P1

```
PROGRAM [P1]  NO.=
1:PROG 2:ONE-TOUCH
```

3 1 1 1

```
PROGRAM [P1]
START TIME     :
```

4 Enter the starting time using 4 digits.

Ex: 2 3 0 (11:30 p.m.) and SET

```
PROGRAM[P1]
ENTER STATION(S)
```

5 Enter station numbers by using One-Touch key, or ABBR and a 2-digit code.

Ex: 02

```
ONE-TOUCH
<02>(Station name)
```

You may use the ^ or v keys to review the entered station(s) before going to next step. If you find an error, press CLEAR to erase the displayed station.

6 SET

```
PROGRAM [P1]    NAME
```

7 Enter the program name (up to 15 characters) using the Character keys (see page 9).

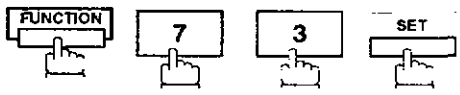
Ex: PROG.A and SET

```
PROGRAM [P ]
ENTER PROGRAM KEY
```

You can now set other Program Keys by repeating the procedures from Step 2, or return to standby by pressing STOP.

Setting for Normal Polling

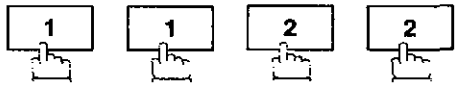
To set a Program Key for normal polling

1 


```
PROGRAM [P ]
PRESS PROGRAM KEY
```

2 Ex: P1

```
PROGRAM [P1]  NO.=
1:PROG 2:ONE-TOUCH
```

3 


```
POLLING
    PASSWORD=
```

4 Enter a 4-digit polling password.

Ex: 1 1 1 1 and SET

The polling password appears if it has been previously set.

```
PROGRAM[P1]
ENTER STATION(S)
```

5 Enter station numbers by using a One-Touch key, or ABBR and a 2-digit code.

Ex: 02

```
ONE-TOUCH
<02>(Station name)
```

You may use the ^ or v keys to review the entered station(s) before going to the next step. If you find an error, press CLEAR to erase the displayed station.

6


```
PROGRAM [P1]     NAME
```

7 Enter the program name (up to 15 characters) using the Character keys (see page 9).

Ex: PROG.A and SET

```
PROGRAM [P ]
ENTER PROGRAM KEY
```

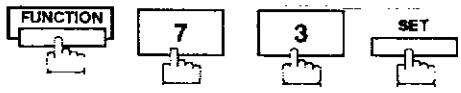
You can now set other Program Keys by repeating the procedures from Step 2, or return to standby by pressing STOP.

5

Program Keys

Setting for Deferred Polling

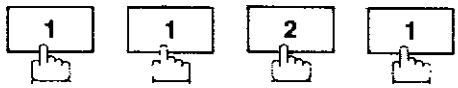
To set a Program Key for deferred polling

1 


```
PROGRAM [P ]
PRESS PROGRAM KEY
```

2 Ex: P1

```
PROGRAM [P1]  NO.=
1:PROG 2:ONE-TOUCH
```

3 


```
DEFERRED POLLING
    PASSWORD=
```

4 Enter a 4-digit polling password.

Ex: 1 1 1 1 and SET

```
PROGRAM [P1]
START TIME    :
```

The polling password appears if it has been previously set.

5 Enter the starting time.

Ex: 2 2 0 0 (10:00p.m.) and SET

```
PROGRAM[P1]
ENTER STATION(S)
```

6 Enter the station numbers by using One-Touch Key, or ABBR and a 2-digit code.

Ex: 02

```
ONE-TOUCH
<02>(Station name)
```

You may use the ^ or v keys to review the entered station(s) before going to next step. If you find an error, press CLEAR to erase the displayed station.

7


```
PROGRAM [P1]      NAME
```

8 Enter the program name (up to 15 characters) using the Character keys (see page 9).

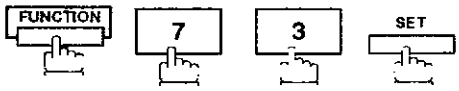
Ex: PROG.A and SET

```
PROGRAM [P ]
ENTER PROGRAM KEY
```

You can now set other Program Keys by repeating the procedures from Step 2, or return to standby pressing STOP.

Setting for Group Dialling

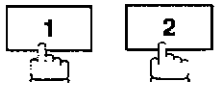
To set a Program Key for Group Dialling

1 


```
PROGRAM [P ]
PRESS PROGRAM KEY
```

2 **Ex:** [P:]

```
PROGRAM [P1]  NO.=
1:PROG 2:ONE-TOUCH
```

3 


```
PROGRAM[P1
ENTER STATION(S)
```

4 Enter the station numbers by using One-Touch Key, or [ABBR] and a 2-digit code.

Ex: [02] and [ABBR] [3] [8]

```
ONE-TOUCH
<02>(Station name)
```

```
ABBR          STNS=002
[38](Station name)
```

You may use the [^] or [v] keys to review the entered station(s) before going to next step. If you find an error, press [CLEAR] to erase the displayed station.

5


```
PROGRAM [P1]     NAME
```

6 Enter the program name (up to 15 characters) using the Character keys (see page 9).

Ex: PROG.A and [SET]

```
PROGRAM [P ]
ENTER PROGRAM KEY
```

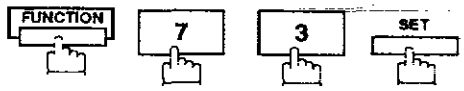
You can now set other Program Keys by repeating the procedures from Step 2, or return to standby by pressing [STOP].

5

Program Keys

Setting for One-Touch Key

To set a Program Key for One-Touch Key

1 


```
PROGRAM [P ]
PRESS PROGRAM KEY
```

2 **Ex:** [Pi]

```
PROGRAM [P1] NO.
1:PROG 2:ONE-TOUCH
```

3


```
PROGRAM [P1]     TEL.
```

4 Enter a telephone number (up to 36 digits including pauses and spaces).

Ex: [9] [PAUSE] [5] [5] [5] [SPACE] [1] [2] [3] [4]

```
PROGRAM [P1]     TEL.
9-555 1234
```

5


```
PROGRAM [P1]     NAME
```

6 Enter the station name (up to 15 character) using the Character keys (see page 9).

Ex: PROG.A and [SET]

```
PROGRAM [P ]
ENTER PROGRAM KEY
```

You can now set other Program Keys by repeating the procedures from Step 2, or return to standby by pressing [STOP].

Changing or Erasing Program Key Settings

To change the settings in a Program Key, follow the procedure on setting Program Keys on pages 76 to 80.

- Start time or station(s) for Deferred Transmission
- Station(s) for Normal Polling
- Start time or station(s) for Deferred Polling
- Station(s) for Group Dialling
- Telephone number and station name for One-Touch key

To erase the settings in a Program Key

1 FUNCTION 7

```
SET MODE          (1-6)
ENTER NO. OR ^ V
```

2 3 SET

```
PROGRAM [P ]
PRESS PROGRAM KEY
```

3 Press the Program key you want to erase.

Ex: P1

```
PROGRAM[P1]     NO.=1
1:PROG 2:ONE-TOUCH
```

4 CLEAR

```
PROGRAM [P1]  NO.=
1:PROG 2:ONE-TOUCH
```

5 SET

```
PROGRAM [P ]
ENTER PROGRAM KEY
```

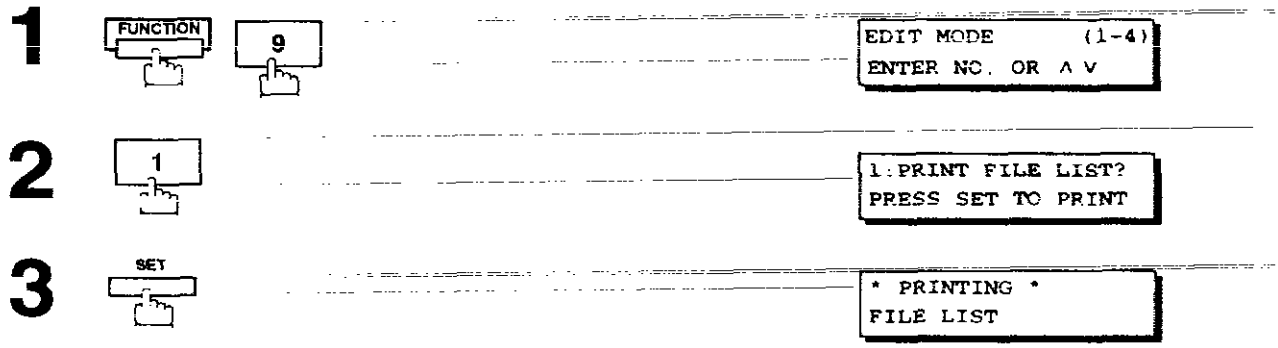
You can now erase other Program Keys by repeating the procedures from Step 3, or return to standby by pressing STOP.

File Edit Mode

Your machine has a document image memory which enables you to reserve memory transmission, memory deferred transmission, memory polling and so on.
After reserving communications in memory, you may need to change the settings of the communications while it is still in memory. This section describes how to use the file editing features.

Printing a File List

The contents of the communication settings may have to be modified or deleted. To verify the contents, follow these steps below to print out a file list.



Note: *Your machine cannot print a File List when sending a document.*

Sample File List

```
*************************** -FILE LIST- ************ DATE 08-DEC-1993 *****TIME 12:00 *******

      (1)   (2)             (3)                (4)          (5)    (6)
      FILE  COMM. TYPE      CREATE  TIME       START TIME   PAGES  DESTINATION(S)
      No.

      001   DEFERRED XMT    08-DEC  18:20      20:30        001    [01].[02].[03].<01>
                                                                   ☎ 555 1234
      002   MEM.DEF. XMT    08-DEC  18:20      22:30        003    [11].[12].[13].[16].[17]
      003   RCV TO MEMORY   07-DEC  22:00                   002
      004   CONF. MAIL      08-DEC  03:15                   005

                                              (7)
                                              -PANASONIC                    -

*******************************-HEAD OFFICE      -****** -        201 555 1212- ****************
                              (9)                              (8)
```

Explanation of Contents

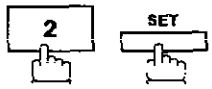
(1) File number
(2) Communication type
(3) Stored date/time :Date/time that these files were stored.
(4) Executing time :If the file is Timer Controlled Communication, the start time is printed in this column.
(5) Number of stored page(s)
(6) Destination :ABBR. No./One-Touch No./Manual Dialling No.
(7) Own LOGO :Up to 25 characters
(8) Own ID number :Up to 20 digits
(9) Own Character ID :Up to 16 characters

Changing Start Time or Station of a File

Follow these steps to change the start time and/or stations in a communication file.

1


```
EDIT MODE        (1-4)
ENTER NO. OR ^ v
```

2 


```
CHANGE TIME/STN
    FILE NO.=
```

5

3 Enter the file number you want to change.

Ex: 0 0 1

```
CHANGE TIME/STN
    FILE NO.=001
```

4


```
DEFERRED XMT
START TIME    20:30
```

5 Enter a new start time.

Ex: 0 6 0 0 (6:00 AM)
(If you do not have to change the time, skip to step 6.)

```
DEFERRED XMT
START TIME    06:00
```

6


```
TEL NO.
5551234
```

7 To delete station(s), press ^ or v key until the station you want to delete appears. Then press CLEAR.

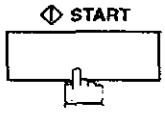
or

Enter the station(s) you want to add.

Ex: 02

```
DEFERRED XMT
ENTER STATION(S)
```

```
ONE-TOUCH
<02>(Station name)
```

8 

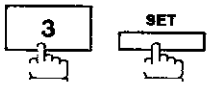
File Edit Mode

Deleting File

Follow these steps to delete the file in memory.

1


```
EDIT MODE        (1-4)
ENTER NO. OR ^ v
```

2 


```
DELETE FILE
    FILE NO.=
```

3 Enter the file number you want to delete.

Ex: 0 0 1

```
DELETE FILE
    FILE NO.=001
```

4


```
* DELETING *
    FILE NO.=001
```

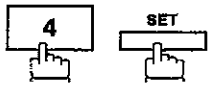
Printing Out a File

Follow these steps to print the contents of the communication file.

1


```
EDIT MODE        (1-4)
ENTER NO. OR ∧ ∨
```

5

2 


```
PRINT FILE
    FILE NO.=■■■
```

3 Enter the file number you want to print.

Ex: [0] [0] [1]

```
PRINT FILE
    FILE NO.=001
```

4

Your machine will print the file. The document will remain in memory even after printing the file.

```
* PRINTING *
      PAGE=001/003
```

Note: *Your machine cannot print out a file while machine is on line.*

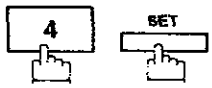
Fax Access Code

The Fax Access Code prevents an unauthorized user from operating the machine. Once a 4-digit Fax Access Code is registered, no one can operate the machine without entering the correct access code.
Automatic Receiving, however, is always available. After you complete any operation, such as mode setting or transmission, and the display returns to standby, you have to reenter the access code in order to use the machine again. Registering the Fax Access Code does not affect the use of the machine in any other way.

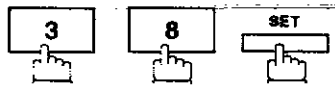
Setting the Fax Access Code

1


```
SET MODE          (1-5)
ENTER NO. OR ∧ ∨
```

2 


```
FAX PARAMETER(01-53)
NO.=
```

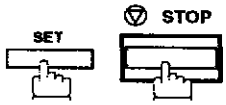
3 


```
38 FAX ACCESS CODE
____
```

4 Enter a 4-digit Fax Access Code.

Ex: 1 2 3 4

```
38 FAX ACCESS CODE
                1234
```

5 

Note: *To erase the Fax Access Code, enter Access Code and press* SET *and follow the procedure above to step 3, then press* CLEAR SET *and* STOP .

Operating Your Machine with Fax Access Code

1 Enter the Fax Access Code.

Ex: 1 2 3 4

```
08-DEC-1993 15:00
ACCESS CODE=
```

```
08-DEC-1993 15:00
ACCESS CODE=1234
```

2

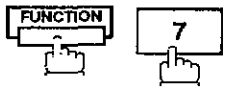
Now you can operate the machine using normal procedures.

```
08-DEC-1993  15:00
                00%
```

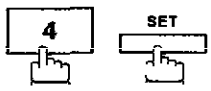
Receive To Memory

This feature is used to secure all received documents by storing them into the memory. To print out the document from memory, the authorized operator must enter the correct password.

Setting the RCV To Memory Password

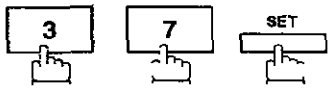
1 


```
SET MODE          (1-5)
ENTER NO. OR ^ v
```

2 


```
FAX PARAMETER(01-53)
        NO.=
```

5

3 


```
37 RCV TO MEMORY
                ■■■■
```

4 Enter a 4-digit RCV to Memory Password.

Ex: 1 2 3 4

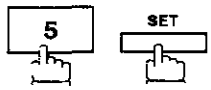
```
37 RCV TO MEMORY
                1234
```

5

Setting RCV To Memory

1

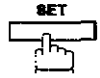

```
SELECT MODE       (1-5)
ENTER NO. OR ^ v
```

2 


```
RCV TO MEMORY=OFF
1:OFF 2:ON 3:PRINT
```

3


```
RCV TO MEMORY=ON
1:OFF 2:ON 3:PRINT
```

4 


```
08-DEC-1993     15:00
  <RCV TO MEMORY>
```

Note: *1. When the memory overflows, the machine will stop receiving and release the line. The machine will not answer the next incoming call until there is space available in the memory.*

2. We recommend that optional memory be installed when this function is used. See page 140 for Image Memory Capacity.

Receive To Memory

Printing Out Documents

After receiving a document with Receive To Memory feature, the following message will appear on the display.

```
MESSAGE IN MEMORY
  <RCV TO MEMORY>
```

To print the document, follow these steps below.

1 Press FUNCTION, then 8.

```
SELECT MODE      (1-5)
ENTER NO. OR ^ V
```

2 Press 5, then SET.

```
RCV TO MEMORY=ON
1:OFF 2:ON 3:PRINT
```

3 Press 3.

```
RCV TO MEMORY=PRINT
1:OFF 2:ON 3:PRINT
```

4 Press SET.

```
INPUT PASSWORD
                ■■■■
```

5 Enter the password to print the documents. (see Note 1)

Ex: 1 2 3 4

```
INPUT PASSWORD
                1234
```

6 Press ◇ START.

Machine will start to print the documents.

```
* PRINTING *
MEMORY RCV'D DOC
```

Note: *1. If the password has not been set, your machine will not prompt you to enter the password. The documents will be printed immediately after pressing SET in step 4.*

2. Once you set RCV TO MEMORY feature to On, the password cannot be changed (Fax Parameter No. 37 will not be shown on the LCD display). If you wish to change the password, set RCV TO MEMORY feature to Off first. Then change the password (see page 87).

Selective Reception

Your machine has a special feature, Selective Reception, which can prevent the receiving of unnecessary document (i.e. junk fax, direct mail, etc.).

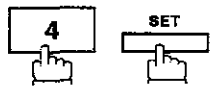
Before receiving the document, the last 4 digits of the ID Number received from the sending machine will be compared with the last 4 digits of the telephone number programmed in each One-Touch or Abbreviated station. When a match is found, your machine will starts receiving the document. If a match is not found, your machine will cancel the reception and an Information Code 406 will be recorded on the Journal.

Setting Selective Reception

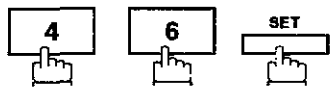
1


```
SET MODE          (1-5)
ENTER NO. OR ∧ ∨
```

6

2 

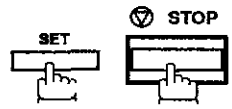

```
FAX PARAMETER(01-53)
        NO.=
```

3 


```
46 SELECT RCV
1:INVALID
```

4


```
46 SELECT RCV
2:VALID
```

5 

Note: *1. When the Selective Reception is set, your machine can receive from only the 99 stations which are programmed in the built-in auto-dialer.*

2. If your ID number has not been set, your machine might not be able to receive from some models. To set your ID number, see page 25.

Password Communications

General Description

Password Communications, including Password Transmission and Password Reception will prevent your machine from sending a fax to a wrong station or receiving a fax from unauthorized stations. You can set Password Transmission and Password Reception independently, or both together.

To use Password Transmission, you must set a 4-digit transmission password in advance. The password must be shared with other compatible Panafax machine(s). If the transmission password in your machine does not match the transmission password in the other compatible Panafax machine(s), the transmission will fail. You can select password transmission by setting Function 8-4, PASSWORD-XMT to **ON** when you send a document.

To use Password Reception, you must set a 4-digit receiving password in advance. The password must be shared with the other compatible Panafax machine(s). If the password in your machine does not match the receiving password in the other compatible Panafax machine(s), the reception will fail. Once you set password reception and set the parameter to **ON**, it stays until you change the setting to **OFF**.

Compatibility with Other Machines

You can only use password transmission and reception with another Panafax compatible machine(s) listed below.

Model	Special Settings
UF-160 UF-160M UF-170 UF-260 UF-270 UF-270M UF-280M UF-300 UF-312 UF-322 UF-650 UF-733 UF-750 UF-750D UF-755 UF-766	Required. Please refer to the individual User's Guide of each model.

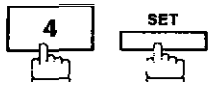
Password Communications

Setting Password Transmission

To set transmission password and parameter,

1


```
SET MODE          (1-5)
ENTER NO. OR ∧ ∨
```

2 


```
FAX PARAMETER(01-53)
NO.=
```

6

3


```
44 PASSWORD-XMT
                ■■■■
```

4 Enter a 4-digit Transmission Password.

Ex: 1 2 3 4 and press SET

```
44 PASSWORD-XMT
 1:OFF          1234
```

5

for OFF (password is not checked)

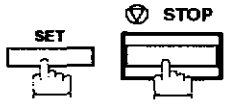
or

for ON (password is checked)

```
44 PASSWORD-XMT
 1:OFF          1234
```

or

```
44 PASSWORD-XMT
 2:ON           1234
```

6 

Note: *1. You can change the setting temporarily by using FUNCTION 8-4 (PASSWORD-XMT) for each transmission. See page 93 for details.*

2. To change the password, press CLEAR in step 4. Then re-enter the new one.

Password Communications

Setting Password Reception

To set receiving password and parameter,

1 FUNCTION 7

```
SET MODE          (1-5)
ENTER NO. OR ∧ ∨
```

2 4 SET

```
FAX PARAMETER(01-53)
NO.=
```

3 4 5 SET

```
45 PASSWORD-RCV
```

4 Enter a 4-digit Receiving Password.

Ex: 1 2 3 4 and press SET

```
45 PASSWORD-RCV
 1:OFF          1234
```

5 1 for OFF (password is not checked)

```
45 PASSWORD-RCV
 1:OFF          1234
```

or

2 for ON (password is checked)

or

```
45 PASSWORD-RCV
 2:ON           1234
```

6 SET STOP

Note: *1. Once you set the parameter, you cannot select the parameter, **OFF** or **ON**, for each reception. It is always **OFF** or **ON** until you change the setting.*

2. To change the password, press CLEAR in step 4. Then re-enter the new one.

Password Communications

Using Password Transmission

To use Password Transmission, you can select PASSWORD-XMT OFF or ON for each Transmission by following the procedure below.

1 Set document face down.

DOCUMENT SET
ENTER STATION 00%

2 FUNCTION 8

SELECT MODE (1-5)
ENTER NO. OR ∧ ∨

6

3 4 SET

PASSWD-XMT=OFF
1:OFF 2:ON

4 1 for OFF (password is not checked)

PASSWD-XMT=OFF
1:OFF 2:ON

or

or

2 for ON (password is checked)

PASSWD-XMT=ON
1:OFF 2:ON

5 SET

DOCUMENT SET
ENTER STATION 00%

6 Dial a number by using any of following methods.
- Manual Number Dialling
- One-Touch Dialling
- Abbreviated Dialling

(For details, see page 50 to 52 .)

Ex: 01

ONE-TOUCH
<01>(Station name)

If your machine's Transmission Password coincides with the other station's Transmission Password, your machine starts sending the document.

When transmission is completed, PASSWORD-XMT returns to standard setting (**OFF** or **ON**).

Using Password Receiving

There is no additional operation required once you set the parameter following the procedure on the previous page. The parameter, **OFF** or **ON**, cannot be selected for each reception. It is always **OFF** or **ON** until you change the setting.

Confidential Mailbox and Confidential Network Communications

Your machine is equipped with two Confidential Communication features which ensure that the Confidential information you send is received by only the person with the correct confidential code.

Confidential Mailbox

The confidential mailbox feature can be used as a mailbox to communicate with other compatible models using a 4-digit confidential code. The Confidential Mailbox feature receives document(s) with a confidential code into memory. These documents can only be printed by the person who has the correct confidential code.

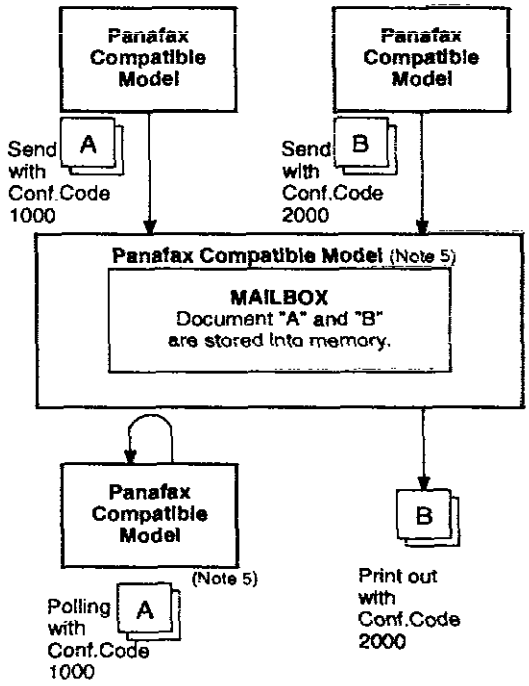


Figure 1: Confidential Mailbox

Compatibility with Other Machines

Table 1 shows a list of compatible Panafax model which has the Confidential Mailbox feature. It also shows whether or not special settings are required.

Table 1: Confidential Mailbox Requirement

Compatible Model	Special Settings
UF-280M UF-733 UF-312 UF-755 UF-322 UF-766	Not Required.

Note:

1. *If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.*
2. *Up to 7 Mailbox files can be stored in memory. So, you can receive the confidential fax using 7 different confidential codes.*
3. *If the memory overflows, the machine will stop receiving and release the line.*
4. *We recommend that optional memory be installed when this function is used. See page 140 on Image Memory Capacity.*
5. *If a confidential faxes was received in the mailbox of UF-733, you cannot poll those document. The UF-733 is designed to print out the received confidential document locally only.*

Confidential Mailbox and Confidential Network Communications

Sending a Confidential Document to a Remote Station's Mailbox

1

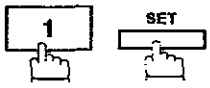
Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

2


```
CONF. COMM.      (1-5)
ENTER NO. OR ^ v
```

6

3 


```
CONFIDENTIAL XMT
  CONF. CODE=
```

4 Enter a 4-digit Confidential Code.

Ex: 2 2 3 3

```
CONFIDENTIAL XMT
  CONF. CODE=2233
```

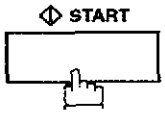
5


```
CONFIDENTIAL XMT
ENTER STATION
```

6 Dial the telephone number by pressing either:
- Manual number dialling
- One-Touch key
- ABBR and a 2-digit code

Ex: 01

```
ONE-TOUCH
<01>(Station name)
```

7 

If necessary, inform the receiving person and tell them the Confidential Code.

Note: *If the receiving station has a Network Password, you must set the same password, shared by the receiving station, to send confidential fax. (see page 103 and 104)*

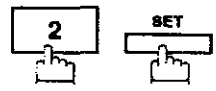
Confidential Mailbox and Confidential Network Communications

Polling a Confidential Document from a Remote Station's Mailbox

After you have been informed that someone has transmitted a confidential document to a remote station's mailbox, you can poll the confidential document from the remote station in the following way.

1


```
CONF. COMM.     (1-5)
ENTER NO. OR ∧ ∨
```

2 


```
CONFIDENTIAL POLL
  CONF. CODE=■■■■
```

3 Enter a 4-digit Confidential Code.

Ex: 2 2 3 3

```
CONFIDENTIAL POLL
  CONF. CODE=2233
```

4


```
CONFIDENTIAL POLL
ENTER STATION
```

5 Dial the telephone number by pressing either:
- Manual number dialling
- One-Touch key
- ABBR and a 2-digit code

Ex: 01

```
ONE-TOUCH
<01>(Station name)
```

6

Note: *The confidential file will be erased automatically at the center station after being polled.*

Receiving a Confidential Document to Your Machine's Mailbox

No special setting is required, your machine comes with this feature ready to use. Your machine receives a confidential fax the same way it receives a normal fax message. When receiving the confidential fax, the display shows following message and printing out CONF. RCV REPORT.

```
MESSAGE IN MAILBOX
```

Sample CONF. RCV Report

```
********************* -CONF. RCV REPORT- ********** DATE 08-DEC-1993 ***** TIME 12:00 ******* P.01

                  ** NOTICE OF CONFIDENTIAL DOCUMENT HELD **

        (1)          (2)                    (3)            (4)
        FILE NO.     RECEIVED FROM          PAGES          TIMER RECEIVED

        010          PANA FAX                002            08-DEC 12:00

                                                        -PANASONIC              -

************************************* -HEAD OFFICE    - *****-        201 555 1212-****************
```

Explanation of Contents

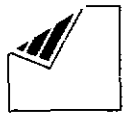
(1) File number : 001 to 255
(2) Received remote station's ID : Character ID or Numeric ID
(3) Number of pages received
(4) Received time

Note:
1. *If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.*
2. *Your machine has 7 confidential mailboxes. So, you can receive the confidential fax using 7 different confidential codes.*
3. *If the memory overflows, the machine will stop receiving and release the line.*
4. *You can verify whether the unit has received a confidential fax by printing out the File List (see page 82).*

Confidential Mailbox and Confidential Network Communications

Storing Confidential Document in Your Machine's Mailbox

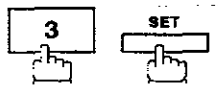
Use the following procedure to store a document in a confidential mailbox in your machine. Once the confidential document is stored in your machine, it can be polled by the other machine.

1 
Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

2


```
CONF. COMM.      (1-5)
ENTER NO. OR ∧ ∨
```

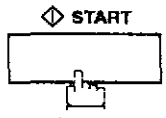
3 


```
CONFIDENTIAL POLLED
 CONF. CODE=■■■■
```

4 Enter a 4-digit Confidential Code.

Ex: 2 2 3 3

```
CONFIDENTIAL  POLLED
 CONF. CODE=2233
```

5 


```
* STORE *        NO.002
     PAGE=01     01%
```

The document will be stored into memory.
If necessary, inform the receiving party of the confidential document and tell them the confidential code needed to poll the document.

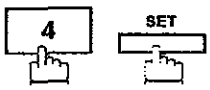
Note: *The confidential file will be erased automatically after being polled.*
If you wish to retain the confidential file even after being polled, change the setting of Fax Parameter No. 43 (CONF. POLLED FILE SAVE) to "Valid".

Printing Out Confidential Document from Your Machine's Mailbox

After you have been notified that someone has transmitted a confidential document to your machine's mailbox, use the following procedure to print out the confidential document.

1


```
CONF. COMM.     (1-5)
ENTER NO. OR ∧ ∨
```

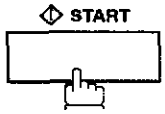
2 


```
PRINT CONF. FILE
  CONF. CODE=
```

3 Enter Confidential Code of the document you want to print out.

Ex: 2 2 3 3

```
PRINT CONF. FILE
  CONF. CODE=2233
```

4 


```
* PRINTING *
MEMORY RCV'D DOC
```

The machine will print out the confidential documents.

Note: *The confidential file will be erased automatically after being printing out even when the setting of Fax Parameter No. 43 (CONF. POLLED FILE SAVE) was changed to "Valid".*

Confidential Mailbox and Confidential Network Communications

Deleting a Confidential Document Stored in Your Machine's Mailbox

If your memory becomes full, or you just want to clean out your confidential document, you may delete one or more confidential fax stored in your machine using the following procedure.
There are two type of confidential file deletion, one is to delete file by Confidential Code, and others is to delete all confidential files in memory.

To delete file using Confidential Code

1 FUNCTION 5

```
CONF. COMM.      (1-5)
ENTER NO. OR ∧ ∨
```

2 5 SET

```
DELETE CONF.FILE
  CONF.CODE=
```

3 Enter a 4-digit Confidential Code.

Ex: 2 2 3 3

```
DELETE CONF.FILE
  CONF.CODE=2233
```

4 ◇ START

```
* DELETING *
  CONF.CODE=2233
```

To delete all confidential file in memory

1 FUNCTION 5

```
CONF. COMM.      (1-5)
ENTER NO. OR ∧ ∨
```

2 5 SET

```
DELETE CONF.FILE
  CONF.CODE=
```

3 SET

```
DELETE ALL CONF.
FILES? 1:YES 2:NO
```

4 1

```
* DELETING *
  ALL CONF. FILES
```

Confidential Network Communications (Via a Center Station)

The Confidential Network Communication requires a Center Station such as a UF-650 to communicate with other Panafax models which have confidential communication features. First the Initial Sending Station sends a confidential document to the Center Station together with a Confidential Code. The document will remain in the center station's memory until polled by End Receiving Station. In the example given in figure 2, the End Receiving Station must know the Confidential code attached to the document.

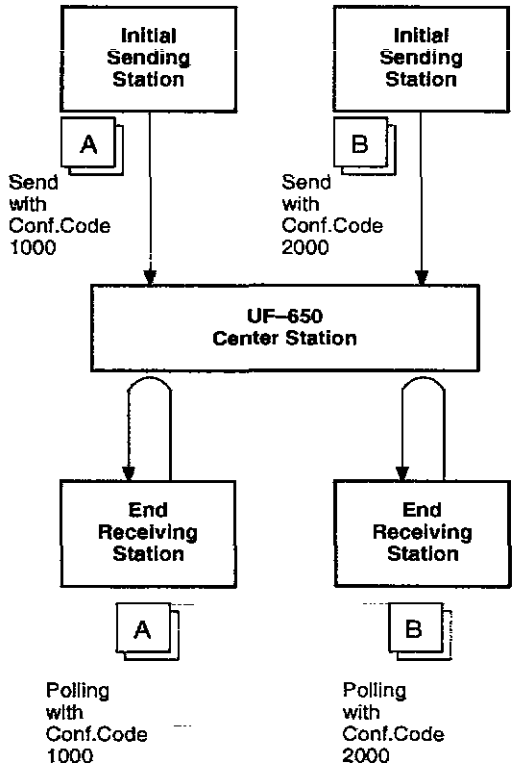


Figure 2: Sending Confidential Faxes via Center Station

If a UF-650 or UF-620 is the Center Station, more than one document can be stored in the same memory file using the same Confidential Code. That is, you can keep adding faxes to the file, just like putting mail in a mailbox, until the memory is full. If a UF-640 is the Center Station, you cannot add a fax to the file which has the same Confidential Code attached with a file already stored in the memory. Whichever station you use, you can create more than one file, each with a different Confidential Code.

The stored confidential document will be available to be polled by the end receiving station.

Once you have polled or printed the confidential document from the Center Station, the document is automatically erased from the Center Station's memory.

Confidential Mailbox and Confidential Network Communications

Compatibility with Other Machines

Table 1 shows how your machine fits in with the compatibility requirements of the different kinds of facsimile stations which make up a Network for Confidential Communications. It also shows whether or not special settings are required.

Table 1: Confidential Communication Requirement

Station	Compatible Model	Special Settings
Initial Sending Station	Panafax 145 Panafax 155 UF-140 UF-150 UF-160, UF-160M UF-170, PD-170E UF-250, UF-260 UF-270, UF-270M, UF-280M UF-300, UF-312, UF-322 UF-620, UF-640, UF-650 UF-733, UF-750, UF-750D UF-755, UF-766	Required. Please refer to the individual User's Guides of each machine
Confidential Center Station	UF-620, UF-640, UF-650	
End Receiving Station	Panafax 145 Panafax 155 UF-140 UF-150 UF-160, UF-160M UF-170, PD-170E UF-250, UF-260 UF-270, UF-270M, UF-280M UF-300, UF-312, UF-322 UF-620, UF-640, UF-650 UF-733, UF-750, UF-750D UF-755, UF-766	

Setting Up Your Machine for Confidential Network Communications

To use Confidential Communications, you must first preset the Confidential Communication Fax Parameter described below. Then, every time you actually send a Confidential Fax you must set a Confidential Code.

1. Confidential Communication Fax Parameter

This switches the Confidential Communications function to Invalid/Valid.

2. Own Telephone Number

The full telephone number should be entered.

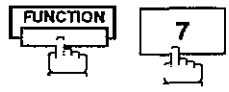
3. Network Password and Polling Password

You may use Network Password and Polling Password to prevent outside facsimile(s) from using the Confidential Communication network. The same password must be provided to all the machines inside the network.

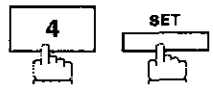
4. Confidential Code

A 4-digit code must be assigned to each Confidential Fax you send. It identifies the fax when it is stored in the Relay Station. The receiving person must know the code in order to poll the fax from the Relay Station.

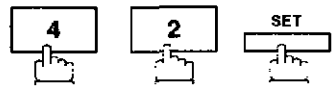
To set the Fax Parameter for Confidential Network Communication

1 

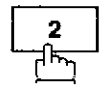

```
SET MODE          (1-5)
ENTER NO. OR ∧ ∨
```

2 

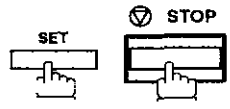

```
FAX PARAMETER(01-53)
NO.=
```

3 


```
42 CONF. FAX PARA.
 1:INVALID
```

4 


```
42 CONF. FAX PARA.
 2:VALID
```

5 

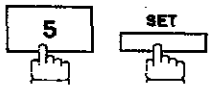
6

Confidential Mailbox and Confidential Network Communications

To set your own Telephone Number and Network Password

1


```
SET MODE          (1-5)
ENTER NO. OR ∧ ∨
```

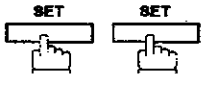
2 


```
OWN TELEPHONE NO.
▮
```

3 Enter your telephone number (max. 36 digits).

Ex: [1] [SPACE] [2] [1] [2] [SPACE]
[1] [1] [1] [SPACE] [1] [2] [3] [4]

```
OWN TELEPHONE NO.
1 212 111 1234
```

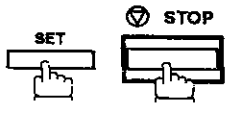
4 


```
NETWORK PASSWORD
▮▮▮▮
```

5 Enter a 4-digit Network Password.

Ex: [9] [9] [9] [9]

```
NETWORK PASSWORD
              9999
```

6 

Relayed Transmission

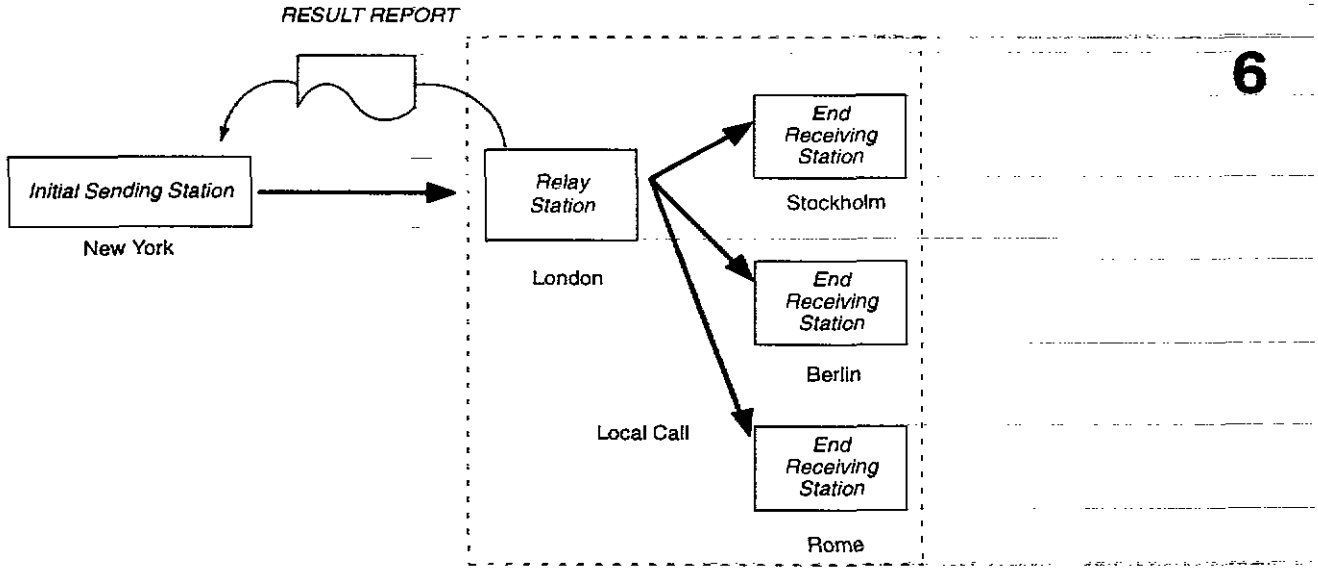
General Description

Relayed Transmission is a feature which can save you time and transmission costs if you need to send the same document to several facsimile stations at the same time. This is especially true if the transmissions are long distance.

To use Relayed Transmission, you must be part of a "Relay Network" built around a "Relay Station". That is, when you send a document by Relayed Transmission, you actually send it to a Relay Station together with instructions to relay it to one or more end receiving station(s).

The Relay Station first receives the document in its memory and then relays it to the end receiving station(s).

Example:



6

Note: *The number of end receiving stations that can be reached by a Relayed Transmission is limited by the memory capacity of the initial sending machine; i.e., your machine cannot make a Relayed Transmission to more than 99 end receiving stations.*
This is enough, however, to allow more than one Relay Network to be set up.

Compatibility with Other Machines

Table 1 shows the kind of facsimile machines which can make up a Relay Network used for Relayed Transmission. Note that your machine can serve as an Initial Sending Station or End Receiving Station.

Table 1: Relay Network Compatibility Requirements

Station	Compatible Model			Special Settings
Initial Sending Station	UF-150 UF-160 UF-160M UF-170 UF-750 UF-250 UF-260 UF-270 UF-270M UF-280M	UF-300 UF-312 UF-322 UF-620 UF-640 UF-650 UF-733 UF-750 UF-750D UF-755	UF-766	Required. Please refer to the individual User's Guides of each machine.
Relay Station	UF-620	UF-650	UF-640	
End Receiving Station	CCITT G3/G2 Compatible machines			Not required.

Relayed Transmission

Relay Network

A Relay Network is basically a group of facsimiles programmed to communicate with each other via a Relay Station. In this case, the word programmed means that certain numbers have been stored in the memory of each machine. These numbers, also called parameters, are needed to identify the machines in the network.

Since your machine can only serve as an Initial Sending Station or End Receiving Station in a Relay Network, it is assumed that you will not have to establish the network yourself. All you have to do is follow the set up procedure described here, and certain instructions provided by the network organizer (usually the person controlling the Relay Station). You should know, however, what kind of network you are going to connect to, and how it works. A sample network is shown in figure 1.

Figure 1 shows a sample network as seen from New York. London and Singapore are Relay Stations connected to New York. Viewed from New York, Stockholm, Berlin, Rome, Tokyo, Hong Kong, Wellington and Sydney are End Receiving Stations.

With this simple network using two Relay Stations, you can send a document with one operation to any combination of stations in the network via the London Relay Station and/or Singapore Relay Station. If New York only transmits to one station, for example, then the document will go directly to the station or indirectly via the Relay Station depending on the One Station XMT Parameter you preset.

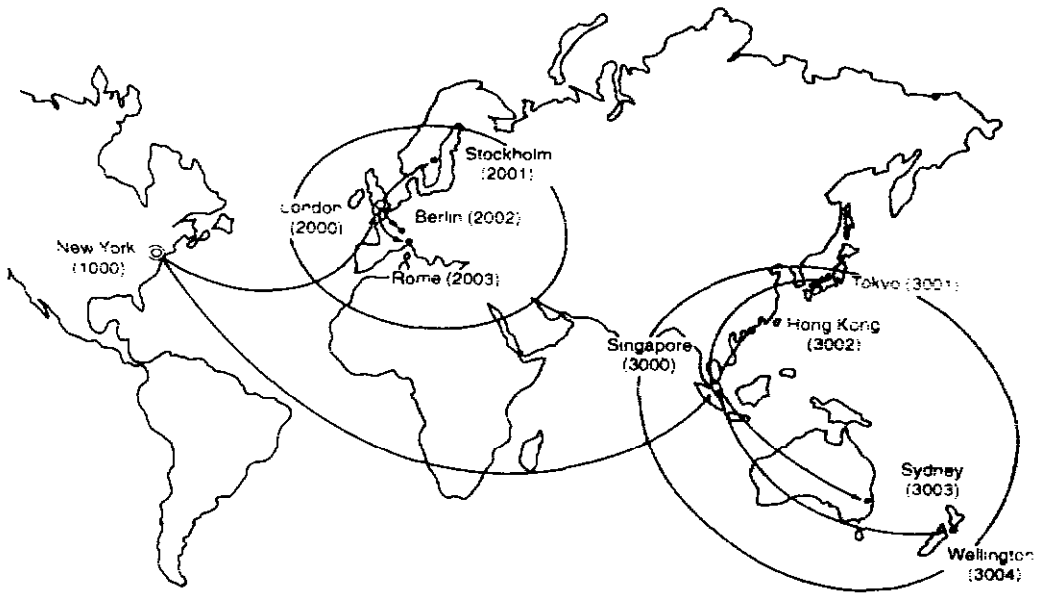


Figure 1: Sample Network

Table 2, 3 and 4 are sample settings for a Sample Network.

Table 2: Sample Parameter and Abbreviated Dialling Number Table for New York

Telephone Number : 212 111 1234
Network Address : 1000
Relay Address : 10

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station Yes/No	Network Address	One Station XMT
01	London	44 71 111 1234	20	Yes	2000	Direct
02	Stockholm	46 8 111 1234	20	No	2001	Direct
03	Berlin	49 611 111 1234	20	No	2002	Direct
04	Rome	39 6 111 1234	20	No	2003	Direct
05	Singapore	65 111 1234	30	Yes	3000	Direct
06	Tokyo	81 33 111 1234	30	No	3001	Direct
07	Hong Kong	852 4 111 1234	30	No	3002	Direct
08	Sydney	61 2 111 1234	30	No	3003	Direct
09	Wellington	64 4 111 1234	30	No	3004	Direct

Table 3: Sample Parameter and Abbreviated Dialling Number Table for London

Telephone Number : 71 111 1234
Network Address : 2000
Relay Address : 20

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station Yes/No	Network Address	One Station XMT
01	Stockholm	46 8 111 1234	20	No	2001	Direct
02	Berlin	49 611 111 1234	20	No	2002	Direct
03	Rome	39 6 111 1234	20	No	2003	Direct
04	New York	1 212 111 1234	10	No	1000	Direct
05	Singapore	65 111 1234	30	Yes	3000	Direct
06	Tokyo	81 33 111 1234	30	No	3001	Direct
07	Hong Kong	852 4 111 1234	30	No	3002	Direct
08	Sydney	61 2 111 1234	30	No	3003	Direct
09	Wellington	64 4 111 1234	30	No	3004	Direct

Table 4: Sample Parameter and Abbreviated Dialling Number Table for Singapore

Telephone Number : 65 111 1234
Network Address : 3000
Relay Address : 30

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station Yes/No	Network Address	One Station XMT
01	New York	1 212 111 1234	10	No	1000	Direct
02	London	44 71 111 1234	20	Yes	2000	Direct
03	Stockholm	46 8 111 1234	20	No	2001	Direct
04	Berlin	49 611 111 1234	20	No	2002	Direct
05	Rome	39 6 111 1234	20	No	2003	Direct
06	Tokyo	81 33 111 1234	30	No	3001	Direct
07	Hong Kong	852 4 111 1234	30	No	3002	Direct
08	Sydney	61 2 111 1234	30	No	3003	Direct
09	Wellington	64 4 111 1234	30	No	3004	Direct

Relayed Transmission

Setting Up Your Machine for Relayed Transmission

To set up your machine for Relayed Transmission, use the procedures on the following pages to set the parameters listed below. Some parameters (e.g., Relayed XMT FAX Parameter) are only set once, but others must be set separately for each station in the Relay Network.

1. Relayed XMT Request FAX Parameter

This switches the Relayed XMT Request function to Valid or Invalid.

2. Own Telephone Number

The full telephone number to which the machine is connected should be entered for Relay Station send back Result Report.

3. Own Network Address

A 4-digit Own Network Address should be entered for Relay Station send back Result Report.

4. Network Password

A 4-digit number which prevents unauthorized (outside) stations from accessing the Relay Station and using its memory. Every Relay requesting and Relay stations in the network should set the same Network Password.

5. One-Touch/ABBR Numbers

The One-Touch or ABBR number you set must represent the fax number of a particular station in the network as seen from your station.

1) Network Address

End Receiving Station telephone numbers set in an Initial Sending Station may be different from the numbers set in a Relay Station. To send a fax to an End Receiving Station via a Relay Station each station in the network must be identified with a certain code which does not vary depending on where you call from. The code is the Network Address, which consists of a 4-digit number and is assigned to a One-Touch/ABBR number.

2) Relay Address

A 2-digit number which identifies the Relay Station your machine will use. Your machine may be connected to more than one Relay Station in parallel, but when you use Relayed XMT Request your machine will only send documents to the Relay Station identified by the Relay Address.

3) Relay Station Parameter (Yes/No)

Set "**Yes**" if the particular station you are recording is a Relay Station. If you are connected to more than one Relay Station in series, set "**Yes**" only for the first Relay Station.

4) One Station XMT (Relay/Direct) Parameter

If you send a document to only one End Receiving Station, you can set your machine to transmit directly to that station, without going through the Relay Station, by selecting "**No**". Set "**Yes**" if you always want to go through the Relay Station.

To set the Relayed XMT FAX Parameters;

1 FUNCTION 7

```
SET MODE          (1-5)
ENTER NO. OR ∧ ∨
```

2 4 SET

```
FAX PARAMETER(01-53)
        NO.=
```

6

3 4 1 SET

```
41 RELAY XMT REQUEST
 1:INVALID
```

4 2

```
41 RELAY XMT REQUEST
 2:VALID
```

5 SET STOP

To set your own Telephone Number, own Network Address and Network Password;

1 FUNCTION 7

```
SET MODE          (1-5)
ENTER NO. OR ∧ ∨
```

2 5 SET

```
OWN TELEPHONE NO.
```

3 Enter your telephone number (max. 36 digits).

Ex: 1 SPACE 2 1 2 SPACE
1 1 1 SPACE 1 2 3 4
and press SET

```
OWN NETWORK ADDRESS
```

Continued on next page.

Relayed Transmission

4 Enter your 4-digit Network Address.

Ex: 1 0 0 0 and press SET

```
NETWORK PASSWORD
■■■■
```

5 Enter your 4-digit Network Password.

Ex: 9 9 9 9 and press SET

```
OWN TELEPHONE NO.
1 212 111 1234
```

6 STOP

To set a One-Touch/ABBR. Dialling Number, Network Address, Relay Station Parameter (Yes/No) and One Station XMT (Relay/Direct) Parameter;

1 FUNCTION 7

```
SET MODE          (1-5)
ENTER NO. OR ^ V
```

2 2 SET

```
1:ONE-TOUCH
2:ABBR. NO.
```

3 1

```
ONE-TOUCH< >
PRESS ONE TOUCH KEY
```

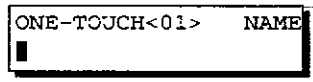
4 **Ex:** 01

```
ONE-TOUCH<01>    TEL.
■
```

Continued on next page.

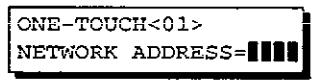
5 Enter the telephone number.

Ex: [3] [1] [2] [SPACE] [1] [1] [1] [SPACE] [1] [2] [3] [4] and press [SET]



6 Enter the station name.

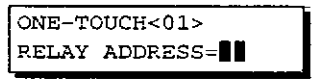
Ex: [A] [B] [C] [D] [E] and press [SET]



6

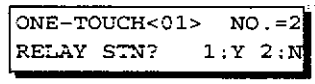
7 Enter a 4-digit Network Address.

Ex: [2] [0] [0] [0] and press [SET]



8 Enter a 2-digit Relay Address.

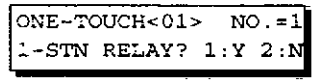
Ex: [2] [0] and press [SET]



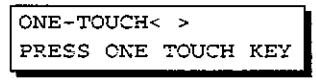
9 If the recorded station is the Relay Station, press [1]. If not, press [2].

Ex: [1]

10 In case the station you have just recorded will be used for one-station transmission, you can preset the transmission route.
1: For transmission via the Relay Station
2: For direct transmission



Ex: [2]



Repeat step 4 through 10 to enter the numbers for other stations, or return to standby by pressing [STOP].

Print out a list of One-Touch/Abbreviated List to confirm that you have recorded everything correctly. For the printout operation, refer to page 119.

Relayed Transmission

Sending a Document by Relayed Transmission

Once you have recorded all the necessary parameters in your machine in accordance with the Relay Network you belong to, you can send a document to two or more stations in the network system, automatically, using the procedure below.

1 Set document(s) face down.

```
DOCUMENT SET
ENTER STATION    00%
```

2 FUNCTION 2

```
RELAYED XMT
ENTER STATION(S)
```

3 Dial by any combination of these.
- One-Touch Dialling
- Abbreviated Dialling

Ex: 01 and ABBR 2 7

```
ONE-TOUCH
<01>(Station name)
```

```
ABBR          STNS=002
[27](Station name)
```

4 ◇ START

The document is stored into memory and your machine starts to dial the number of the Relay Station and sends the document.

```
* STORE *      NO.001
      PAGES=01    01%
```

After the Relay Station finishes its transmission to the End Receiving Stations, your machine prints out a RELAY XMT RESULT REPORT sent back by the Relay Station.

Note: *You cannot use manual number dialling in step 3.*

Printouts and Reports

When you use Relayed Transmission, your machine will print the following two reports to help you check and keep track of your faxes.

1. Relay XMT Report (COMM. JOURNAL)

When your machine finishes transmitting to the Relay Station, it will print a COMM. Journal when the Fax Parameter No. 12 is set to **"2"**, this tells you whether the transmission was successful or not.

2. Result Report

When the Relay Station finishes transmitting your fax document to the End Receiving Station(s) in your network, it will print a RELAY XMT RESULT REPORT, it tells you what it did and whether it was successful or not.

Note: *If you transmit via more than one Relay Station, you will receive a separate Result Report.*

Relayed Transmission

Sample Result Report (Relay XMT Result)

```
   (1)
   12-AUG-1993 12:10   FROM LONDON                  TO NEW YORK            P.001/001

******   -RESULT REPORT- ************************** DATE 12-AUG-1993 *****  TIME 12:10 ***** P.1
   (2)
   MODE = RELAYED TRANSMISSION
   (3)                                              (6)                    (7)
   REQUEST REC'V TIME=12-AUG 11:40                  START=12-AUG 12:00     END=12-AUG 12:20
   NUMBER OF PAGE(S) = 01 (4)
   FILE NO. = 045 (5)

****  REQUESTING STATION ** (8)
      - NEW YORK -
      TELEPHONE NUMBER = 212 111 1234
      NETWORK ADDRESS = 1000

    (9)      (10)  (11)                          (12)        (13)
    NO.       COM  DESTINATION(S)                PAGE(S)     RLY STN

     01        OK  2000        LONDON            001/001
     02        OK  2001        STOCKHOLM         001/001
     03        OK  2002        BERLIN            001/001
     04       INC  2003        ROME              000/001

                                                      **RELAY STATION **(14)

                                                      - LONDON -
                                                      TELEPHONE NUMBER = 44 71 111 1234
                                                      RELAY ADDRESS= 20
                                                      NETWORK ADDRESS= 2000

                                                      -                    LONDON -
************************************************************** - 44 71 111 1234 - *************
                                                            TOTAL P.01
```

Explanation of Contents

(1) Relay Station's Header Print
(2) Indication of transmission mode
(3) The time when the relay request was received
(4) Number of pages received relay request
(5) File number of the received relay request file
(6) The time when the Relay Station starts sending Relay Faxes
(7) The time when the Relay Station ends sending Relay Faxes
(8) Initial Sending Station's information (LOGO, Telephone number and Network Address)
(9) Communication number
(10) Communication result :"OK" indicates that the transmission was successful.
"R-OK" indicates that the transmission to the Relay Station was successful.
"INC" indicates that the transmission was not completed.
(11) Station name
(12) Number of pages transmitted/number of pages received Relay Request
(13) Another Relay Station's Relay Address/Network Address (If transferred to another Relay Station)
(14) Relay Station's information (LOGO, Telephone number and Network Address)

Journals and Lists

To help you maintain records of the documents you sent and received, as well as lists of the numbers you record, your facsimile machine is equipped to print the following journals and lists: 32 Transaction Journal, Individual Transmission Journal, Communication Journal, One-Touch/ABBR. No. List, Program List, Fax Parameter List, Power Failure Report and File List.

32 Transaction Journal

The "Journal" is a record of the last 32 transaction (a transaction is recorded each time you send or receive a document). It is printed out automatically after every 32 transaction, but you can print it manually using the following procedure:

1


```
PRINT OUT      (1-7)
ENTER NO. OR ∧ ∨
```

2


```
1:JOURNAL?
PRESS SET TO PRINT
```

3


```
* PRINTING *
JOURNAL
```

7

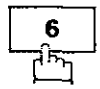
Note: *If you wish to disable the automatic print out of the 32 Transaction Journal, change the setting of Fax Parameter No. 13 to "Invalid". (see page 33)*

Individual Transmission Journal (IND. XMT JOURNAL)

An Individual Transmission Journal contains information on the latest transmission.

1


```
PRINT OUT      (1-7)
ENTER NO. OR ∧ ∨
```

2 


```
6:IND. XMT JOURNAL?
PRESS SET TO PRINT
```

3


```
* PRINTING *
IND. XMT JOURNAL
```

Journals and Lists

Sample Journal

```
                                                    (1)                    (2)
************************** -JOURNAL- *************** DATE 08-DEC-1993 ***** TIME 12:00 ************

 (3)   (4)   (5)       (6)   (7)       (8)   (9)                 (10)     (11)     (12)
 NO.   COM   PAGES     FILE  DURATION  X/R   IDENTIFICATION      DATE     TIME     DIAGNOSTIC

  01    OK   001               00:00'22  XMT   SERVICE DEPT.       07-DEC   17:35    C0044903C0000
  02    OK   003               00:01'17  RCV   111 222 333         07-DEC   17:41    C0044903C0000
  03    OK   001               00:00'31  XMT   ACCOUNTING DEPT.    07-DEC   17:50    C0044903C0000
  04   630   000/005  021      00:00'00  XMT   342345676           07-DEC   17:57    0800420000000
  05  S-OK   000               00:00'34  XMT   12324567            07-DEC   18:35    0210260200000
  06    OK   001/001  022      00:00'20  XMT   44567345            07-DEC   18:44    C8044B03C0000
   (     )    (     )   (   )   (     )   (   )   (     )   (   )   (     )   (   )   (     )   (   )
  31    OK   002/002  023      00:00'31  XMT   0245674533          08-DEC   08:35    C8044B03C1000
  32    OK   003/003  024      00:01'32  XMT   ☎0353678980         08-DEC   08:57    C8044B03C1000

                                                    (13)
                                                    -PANASONIC

*****************************-HEAD OFFICE      -***** -        201 555 1212- **********************
                                  (15)                          (14)
```

Explanation of Contents

(1) Printout date
(2) Printout time

(3) Journal number : 01-32 (Does not always begin with 01 when printed out manually)

(4) Communication result : "OK" indicates that the communication was successful.
"S-OK" indicates that **STOP** was pressed during communication.
"P-OK" indicates that memory overflow or document misfeeding occurred when storing the documents in memory to send the document(s) but the successful stored document(s) was sent.
3-digit information code (see page 128) appears when there was a problem.

(5) Number of pages transmitted or received : The 3-digit number is the number of pages successfully transmitted or received.
When the documents are stored into memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.

(6) File number : 001 to 255 (If the communication is stored into memory, a file number is assigned for each communication.)

(7) Duration of communication

(8) Type of communication : "XMT" means Transmission or Polled
"RCV" means Reception
"POL" means Polling

(9) Remote station identification : Name : Recorded name in One-Touch or ABBR. Numbers or remote station's Character ID
☎ number : Dialed telephone number (PIN code will not be shown)
Number : Remote station's ID number.

(10) Communication date
(11) Communication Start time

(12) Diagnostic : For service personnel only

(13) Own LOGO : Up to 25 characters

(14) Own ID number : Up to 20 digits

(15) Own Character ID : Up to 16 characters

Sample Individual Transmission Journal (IND. XMT JOURNAL)

```
********************* -IND.XMT JOURNAL- ********** DATE 08-DEC-1993 ***** TIME 12:30 ************

          (1)   DATE/TIME     = 08-DEC-1992 09:00

          (2)   JOURNAL No.   = 21

          (3)   COMM.RESULT   = OK

          (4)   PAGE(S)       = 001

          (5)   DURATION      = 00:00'16

          (6)   FILE No.      =

          (7)   MODE          = TRANSMISSION

          (8)   DESTINATION   = [01] / 37   /ABCDEFG

          (9)   RECEIVED ID   =

          (10)  RESOLUTION    = STD

                                                  (11)
                                                  -PANASONIC                    -

*******************************-HEAD OFFICE      -******* -         201 555 1212- **********************
                                  (13)                          (12)
```

Explanation of Contents

(1) Transmitted date and time
(2) Journal number
(3) Communication result : "OK" indicates that the transmission was successful.
"S-OK" indicates that **STOP** was pressed during transmission.
"P-OK" indicates that memory overflow or document misfeeding occurred when storing the documents in memory to send the document(s) but the successful stored document(s) was sent.
3-digit information code (see page 128) appears when there was a problem.
(4) Number of pages transmitted or received : The 3-digit number is the number of pages successfully transmitted or received. When the documents are stored into memory, two three-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.
(5) Duration of communication
(6) File number : 001 to 255 (When the communication is stored into memory, a file number is assigned for each communication.)
(7) Type of communication : Transmission or memory transmission
(8) Destination : If a One-Touch or **ABBR** was used for the transmission:
One-Touch or ABBR. No./Telephone Number/Recorded Name
If not : Telephone number
(9) Received remote station's ID : Character ID/ID number
(10) Resolution : "STD" means standard resolution
"FINE" means fine resolution
"S-FINE" means super fine resolution
(11) Own LOGO : Up to 25 characters
(12) Own ID number : Up to 20 digits
(13) Own Character ID : Up to 16 characters

Journals and Lists

Communication Journal (COMM. JOURNAL)

The Communication Journal (COMM. JOURNAL) lets you verify if transmission or polling was successful or not. You may select the printout condition (Off/Always/Inc. only) in Function 8-1, see page 47.

Sample COMM. JOURNAL

```
*************************-COMM. JOURNAL- ********DATE 08-DEC-1993 *****  TIME 12:00 ***** P.1

     (1)                                          (2)                    (3)
     MODE = MEMORY TRANSMISSION                   START=08-DEC 11:50     END=09-DEC 12:00
     FILE NO. = 079 (4)

    (5)     (6)   (7)          (8)                (9)       (10)     (11)          (12)
    NO.     COM   ABBR/NTWK    STATION NAME/      PAGES     PRG.NO.  PROGRAM NAME  RLY STN
                               TELEPHONE NO.

    001      OK   [01]         SERVICE DEPT.      001/001
    002      OK   [02]         SALES DEPT.        001/001
    003      OK   [03]         ACCOUNTING DEPT.   001/001
    004     INC   ☎            021 111 1234       000/001

                                                 (13)
                                                 -PANASONIC

*****************************-HEAD OFFICE      -******* -        201 555 1212  ******************
                              (15)                          (14)
```

Explanation of Contents

(1) Indication of communication mode
(2) Starting time of communication
(3) Ending time of communication
(4) File number

(5) Communication number : 001 to 255 (When the communication is stored into memory, a file number is assigned for each communication.)

(6) Communication result : "OK" indicates that the transmission was successful
"R-OK" indicates that the transmission to the Relay Station was successful.
"INC" indicates that the transmission was not completed.

(7) Abbreviated number or ☎ mark : ☎ mark indicates dialed by direct number dial

(8) Recorded name in One-Touch, ABBR. or direct dialling number

(9) Number of pages transmitted or received : The 3-digit number is the number of pages successfully transmitted or received.
When the documents are stored into memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.

(10) Program key number
(11) Recorded name in the Program key
(12) Relay Station's ABBR. NO./Network Address

(13) Own LOGO : Up to 25 characters

(14) Own ID number : Up to 20 digits

(15) Own Character ID : Up to 16 characters

One-Touch/Abbreviated List

To print a One-Touch/Abbreviated Number List of the telephone numbers you have stored.

1


```
PRINT OUT      (1-7)
ENTER NO. OR ^ v
```

2


```
2:ONE-TCH/ABBR LIST?
PRESS SET TO PRINT
```

3


```
* PRINTING *
ONE-TOUCH/ABBR.LIST
```

Journals and Lists

Sample One-Touch List

```
**********-ONE-TOUCH LIST- *********      DATE 08-DEC-1993 ***** TIME 12:00 ******* P.1

          (1)          (2)                (3)              (8)      (9)      (10)     (11)
          ONE-         STATION NAME       TELEPHONE NO.    NETWORK  RELAY    RELAY    ONE STN
          TOUCH                                            ADRS     STN.     ADRS     XMT

          <01>         SERVICE DEPT.      121 555 1234     2000     YES      20       DIRECT
          <02>         SALES DEPT.        222 666 2345     2001     NO       20       DIRECT
          <03>         ACCOUNTING DEPT    313 333 3456     2002     NO       20       DIRECT
                                                                                (see Note)

        NO. OF STATIONS = 03 (4)


    OWN TELEPHONE NO.=12345678 (12)
  OWN NETWORK ADDRESS=1000 (13)
    NETWORK PASSWORD=9999 (14)
                        (see Note)

                                              (5)
                                              -PANASONIC

**********-HEAD OFFICE      -******* -        201 555 1212- **********
                    (7)                  (6)
```

Sample ABBR. Number List

```
**********-ABBR. NO. LIST- **********  DATE 08-DEC-1993 ***** TIME 12:00 ******* P.1

          ABBR         STATION NAME       TELEPHONE NO     NETWORK  RELAY    RELAY    ONE STN
          NO.                                              ADRS     STN      ADRS     XMT

          [01]         ENG. DEPT.         888 555 1234     3000     YES      30       DIRECT
          [02]         PURCHASE DEPT.     999 666 2345     3001     NO       30       DIRECT
          [03]         REGULATION DEPT    777 333 3456     3002     NO       30       DIRECT
                                                                                (see Note)

        NO. OF STATIONS = 03


    OWN TELEPHONE NO.=12345678
  OWN NETWORK ADDRESS=1000
    NETWORK PASSWORD=9999
                        (see Note)

                                              -PANASONIC

**********-HEAD OFFICE      -******* -        201 555 1212- **********
                    (7)
```

Note: *These information will be printed if the setting of Fax Parameter No. 41 (RELAYED XMT REQUEST) or No. 42 (CONF. PARAMETER) is set to "Valid".*

Explanation of contents

(1) One-Touch number or Abbreviated number	: <nn> = One-Touch number, [nn] =Abbreviated number
(2) Station name recorded in the machine	: Up to 15 characters
(3) Telephone number recorded in the machine	: Up to 36 digits
(4) Number of recorded One-Touch and ABBR. numbers	
(5) Own LOGO	: Up to 25 characters
(6) Own ID number	: Up to 20 digits
(7) Own Character ID	: Up to 16 characters
(8) Network Address	: Four-digit
(9) Relay Station	: Yes/No
(10) Relay Address	: Two-digit
(11) One Station XMT	: Relay/Direct
(12) *Own telephone number*	: *Up to 36 digits*
(13) Own Network Address	: Four-digit
(14) Network Password	: Four-digit

Journals and Lists

Program List

To print out a Program List of the Dialling Patterns that you have previously entered into the Program Keys.

1

PRINT OUT (1-7)
ENTER NO. OR ∧ ∨

2

3:PROGRAM LIST?
PRESS SET TO PRINT

3

* PRINTING *
PROGRAM LIST

Sample Program List

```
**************************-PROGRAM LIST- ********** DATE 08-DEC-1993 ***** TIME 12:00 ***** P.1

    (1)        (2)                (3)       (4)        (5)
    PROGRAM    PROGRAM NAME       TYPE      TIMER      ABBR. NOS.

    [P1]       TIMER XMT          XMT       12:00      [01]
    [P2]       TIMER POLL         POLL      19:00      [02]
    [P3]       PROG. A            POLL      -----      [01],[02]
(9) --         MERCURY                                 132

                                                  (6)
                                                  -PANASONIC

*****************************-HEAD OFFICE      -******* -        201 555 1212- ********************
                             (8)                                 (7)
```

Explanation of Contents

(1) Program key	: P1 to P3
(2) Program name	: Up to 15 characters
(3) Type of communication	: "XMT" indicates transmission. "POLL" indicates polling. "ABBR/GRP" indicates that the Program key is programmed as a group key. "ONE-TOUCH" indicates that the Program key is programmed as a One-Touch key.
(4) Timer	: Indicates the starting time "----" indicates that the Program key contains "non-deferred" program.
(5) Numbers recorded in the program	: One-Touch/ABBR. numbers
(6) Own LOGO	: Up to 25 characters
(7) Own ID number	: Up to 20 digits
(8) Own Character ID	: Up to 16 characters
(9) Mercury Local Access Code and Authorisation Code	: The Mercury Authorisation Code is printed as " ▮ " instead of number.

FAX Parameter List

To print out a FAX Parameter List:

1


```
PRINT OUT      (1-7)
ENTER NO. OR ^ v
```

2


```
4:FAX PARA LIST?
PRESS SET TO PRINT
```

3


```
* PRINTING *
FAX PARAMETER LIST
```

7

Sample FAX Parameter List

```
************************* -FAX PARAMETER LIST- *****   DATE 08-DEC-1993 ***** TIME 20:00 ********

  (1)          (2)                    (3)                                        (4)          (5)
  PARAMETER    DESCRIPTION            SELECTION                                  CURRENT      STANDARD
  NUMBER                                                                         SETTING      SETTING
  01           ORIGINAL (HOME)        (1:Normal    2:Light      3:Dark)          1            1
  02           RESOLUTION (HOME)      (1:Standard  2:Fine       3:S-Fine)        2            1
  04           STAMP (HOME)           (1:Off       2:On)                         1            1
  (            (                                   (                            (            (
  )            )                                   )                            )            )
  47           REMOTE RCV             (1:Invalid   2:Valid)                     2            2
  52           REMOTE DIAGNOSTIC      (1:Invalid   2:Valid)                     1            1
  53           OPTION MEMORY                                                                 (512K-None)(6)

                                                    (7)
                                                    -PANASONIC                  -

*****************************-HEAD OFFICE      -******* -        201 555 1212- ******************
                                  (9)                          (8)
```

Explanation of Contents

(1) Parameter number

(2) Description : "(HOME)" means home position setting.

(3) Selection

(4) Current setting : "----" indicates code or password is not set. When the code or password is set, it is shown in parenthesis. When RCV To Memory Password is set, ■■■■ is shown in parenthesis.

(5) Standard setting : Factory preset standard setting

(6) Memory sizes : (Base memory + option memory)

(7) Own LOGO : Up to 25 characters

(8) Own ID number : Up to 20 digits

(9) Own Character ID : Up to 16 characters

Journals and Lists

Power Failure Report

This unit has a built-in rechargeable battery installed to retain the document information for up to 1 hour when a power failure occurs.

However, if the battery system has problems, the document information might be lost. In this case, a Power Failure Report will be printed automatically for each file separately after the Power is turned ON again. This report is not printed if there were no files in the memory.

Sample Power Failure Report

```
**************************-PWR FAILURE REP- ******** DATE 08-DEC-1993 ***** TIME 12:00 ***** P.1

            POWER FAILURE OCCURRED

            MODE = MEMORY TRANSMISSION (1)

            FROM *** 08-DEC-1993 10:00'24 *** (2)

            TO   *** 08-DEC-1993 12:00'26 *** (3)

            FOLLOWING FILE HAS BEEN LOST.

     (4)          (5)          (6)                (7)      (8)      (9)           (10)
     FILE NO.     ABBR/NTWK    STATION NAME/      PAGES    PRG NO   PROGRAM NAME  RLY STN
                               TELEPHONE NO.

       001          [04]       ENGINEERING DEPT.  000/005

                                                  (11)
                                                  -PANASONIC

******************************-HEAD OFFICE      -******* -        201 555 1212- ********************
                               (13)                          (12)
```

Explanation of Contents

(1) Communication mode
(2) Power failure date and time
(3) Power return date and time
(4) File number : 001 to 255.
(5) One-Touch number, ABBR. number and network address if entered : <nn> = One-Touch number, [nn] = Abbreviated number
(6) Station name in the One-Touch/ABBR. key or telephone number
(7) Number of pages stored : The first three-digit number represents the number of pages successfully transmitted. The second three-digit number represents the number of pages stored into memory.
(8) Program key : P1 to P4
(9) Program name
(10) Relay station : If this file is stored for relayed transmission, the ABBR. number and network address of relay station is printed in the column.
(11) Own LOGO : Up to 25 characters
(12) Own ID number : Up to 20 digits
(13) Own Character ID : Up to 16 characters

If You Have Any of These Problems

Mode	Symptom	Action	Page
During Installation Problem	The display is blinking	Battery discharged completely. This may happen at first installation. After setting the clock, the blinking will stop.	--
During Transmission Problems	Document doesn't feed/multiple feed	1. Check that your document is free of staples and paper clips, and that it is not greasy or torn. 2. Check that your document is the right type to send through a fax machine by consulting the list on "Documents You Cannot Send". If your document has the characteristics listed, make a photocopy of your document and send the copy instead 3. Check that the document is loaded properly. 4. Adjust the ADF Pressure Plate.	43 44 136
	Document jam	The information code 031 will appear on the display if the document becomes jammed.	131
	Does not stamp	1 Check if Stamp LED is lit. 2. Check Fax parameter No. 04 and No. 28 settings.	46 33,34
	Stamp too light	Replace stamp or refill ink.	137
Transmission Copy Quality Problems	Vertical lines on the transmitted document	Check own copy quality. If copy is OK, your machine has no problem. report to receiving party that they have a problem. If copy is NG, clean the Document Scanning Area.	135
	Transmitted document is blank	1. Make sure the document is set face down. 2. Check own copy quality. If copy is OK, your machine has no problem, report to receiving party that they have a problem.	--
During Reception Problems	No recording paper	The information code 010 will appear on the display if the paper runs out.	17
	Recording paper jam	The information code 001, 002 or 016 will appear on the display if the paper gets jammed	130
	Recording paper doesn't advance into machine	Make sure that there is paper in the Paper Cassette. Follow instructions for loading paper	17
	Recording paper doesn't eject after printing	Check to see if the recording paper is jammed inside of the machine	130
	Document auto reduction doesn't work	Check Print Reduction settings.	67
	Out of ink	The information code 015 will appear on the display if the Print Cartridge runs out of ink.	15

Troubleshooting

Mode	Symptom	Action	page
Print Copy Quality Problems	Vertical lines printing on the received document	Printout a Journal report (e.g. FUNCTION, 6, 1 and **SET**) and check quality to make sure if your machine has trouble or not. If Journal report quality is OK, your machine has no problem, report to sending party that they have a problem. If copy is NG, replace the Print Cartridge.	115 132
	Fuzzy print	1. Make sure you are using the correct paper for the best possible print quality. 2. Try reversing the recording paper to the other side.	141
	Missing dots or lines/inconsistent darkness within print	1. Make sure you are using the correct paper for the best possible print quality. 2. Replace Print Cartridge.	141 15
Print Copy Quality Problems	Fading print	The Print Cartridge may be running out of ink. Replace Print Cartridge.	15
	Faint print	You may need to choose a different paper for the best possible print quality.	141
Communication Problems	No dial tone	1. Check the connection of telephone line. 2. Check the telephone line.	138
	No auto answer	1. Check the connection of telephone line. 2. Check Reception mode setting. 3. Check if machine is printing a report. (e.g.: 32 Transaction Journal, Fax Parameter List). If machine is printing a report, machine cannot receive until printing is completed. 4. If the printed document is 32nd Transaction, machine will usually print the 32 Transaction Journal automatically after printing out the document. In this case, machine cannot receive until the 32 Transaction Journal has been printed.	138 62
	Cannot transmit or receive	An information code will be shown on the display. Refer to the information code table to find out the trouble.	128
No Unit Operation	No unit operation	To reset the machine, turn-off the Power Switch for a few second then turn-on again.	

Mode	Symptom	Action	page
TAM Interface Trouble in Unattended TAM I/F Mode	Cannot utilize the remote turn-on feature of the telephone answering machine (TAM). The fax machine always answers after the 8th ring.	This feature is not compatible. The fax machine is designed to answer after 8 rings if the TAM does not answer.	--
	Fax machine will not start up when the telephone answering machine is set to give only an outgoing message (OGM).	TAM give outgoing announcement only is not compatible. The fax machine will work with a TAM that will record incoming message (ICM).	--
	A beep...beep sound is recorded on the telephone answering machine.	Speak a little slower between each word while recording an outgoing message (OGM).	--
	Fax machine start up in the middle of the outgoing message even through the caller wants to leave a voice message.	Make sure the outgoing message (OGM) does not have a silent pause longer than 5 seconds.	--
	Cannot record any incoming message (ICM). The fax machine always starts up at the end of the OGM and before the tape advances to the end of last ICM.(Your TAM only uses a single cassette tape to give OGM and to record ICM.)	Set Fax Parameter No. 20 (Silent Detection) to "Invalid". And, instruct the calling party to press * twice on their touch-tone phone during the OGM to start up your fax machine remotely.	34
	Cannot receive from a machine that does not send CNG signal (a short beep tone every 3 seconds) after dialling.	Set Fax Parameter No. 20 (Silent Detection) to "Valid". Or, Instruct the calling party to press * twice on their touch-tone phone during the OGM to start up your fax machine remotely.	34
	Cannot retrieve message from the answering machine remotely, the fax machine always starts up after the command code is entered.	Set Fax Parameter No. 20 (Silent Detection) to "Invalid".	34
	Cannot receive a fax message, but can record voice message.	Check your outgoing message, if it is too long, the calling fax machine may have timed out. Try shorten your outgoing message to less than 15 seconds, or ask the calling party to program your telephone number in their fax machine with 3 pauses and a "#" at the end.(ex. 5551212 **PAUSE PAUSE PAUSE #**)	--
TAM Interface Trouble In Unattended Fax Mode	Fax machine will not start to receive with the telephone answering machine in the auto-answer mode.	Increase the ring count for detection on the telephone answering machine.	--

Troubleshooting

Information Codes

When something unusual occurs, the display may show one of the Information Codes below. These will help you to identify and correct the problem.

Info. Code	Meaning	Action	Page
001/002	Recording paper jam.	Remove jammed paper.	130
010	No recording paper.	Load the paper.	17
014	Print Cartridge is not installed.	Install the Print Cartridge.	15
015	Out of ink.	Replace the Print Cartridge	15
016	Print Cartridge Cradle can not move.	Paper jam may occur. Remove jammed paper	130
030	Document misfeeding.	1. Reload the document properly 2. Remove document jam 3. Adjust ADF.	44 131 136
031	Document paper is too long or jammed. Document length exceeds 78.8 inches (2 meters).	1 Reload the document properly 2. Remove document jam.	44 131
060	Printer Cover is opened.	Close the Printer Cover.	--
061	ADF Door is opened.	Close the ADF Door.	--
400	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with other party 2. Reload the document and send again.	--
401	Remote Station required Receiving Password to receive the document. Remote Station does not have Confidential Mailbox.	Check with the remote station	--
402	During initial handshake, communication error occurred.	Reload the document and send again.	--
403	No polling capability at the remote side.	Ask remote side to set "POLLED=ON"	--
404/405	During initial handshake, communication error occurred.	Reload the document and send again	--
406	Transmission Password does not match. Receiving Password does not match. Received from an unauthorized station in Selective Reception mode.	Check the password or the telephone number in One-Touch or Abbreviated station.	89 90
407	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again	--
408/409	Remote side confirmation of previous page is illegible.	Wait a few minutes and send again	--
411	Polling password does not match.	Check polling password.	73
412	No data from the transmitting side.	Check with the other party.	--
414	Polling password does not match	Check polling password.	73
415	Polling transmission error.	Check polling password.	73
416/417 418/419	Received data has too many errors.	Check with the other party.	--

Info. Code	Meaning	Action	Page
420	Machine goes to receiving mode, but receives no command from the transmitting side.	1. Remote side misdial. 2. Check with the other party.	--
422/427	Interface is incompatible.	Check with the other party.	--
430/434	Communication error occurred while receiving.	Check with the other party.	--
436/490	Received data has too many errors.	Check with the other party.	--
456	• Unit received a confidential document or requested to be polled of a confidential document under any of following conditions 1) Memory does not have enough space to receive the confidential document. 2) Confidential Mailbox file is full (7 files). 3) While printing received document. • Unit was requested to relay a document.	1. Printout File List then check the contents. 2. Wait a moment until finishing the printing.	82
492/493 494	Communication error occurred while receiving.	Check with the other party.	--
495	Telephone line disconnected.	Check with the other party.	--
540/541 542 543/544	Communication error occurred while transmitting.	1. Reload the document and send again. 2. Check with the other party.	--
550	Telephone line disconnected.	Check with the other party.	--
552/553 554/555	Communication error occurred while receiving.	Check with the other party.	--
623	No document was on the ADF.	Reload the document and send again.	--
630	Redial was not successful due to a busy line or no response from the called station.	Reload the document and send again.	--
631	During dialling, **STOP** was pressed.	Reload the document and send again.	--
634	Redial was not successful due to a busy line or no response from the called station.	Reload the document and send again.	--
638	Power failure occurred during the communication.	Check the power cord and plug.	18
870	Memory overflow occurred while storing documents into memory for transmission.	Transmit documents without storing into memory. Order additional memory option.	48
879	Memory overflow occurred while receiving documents into memory. Receiving documents with data that is greater than the memory size.	Check recording paper and print cartridge.	15 17
975	DRAM parity error. The document information in memory is lost.	1. Unit will print out a Power Failure Report. 2. Resend the lost document.	124

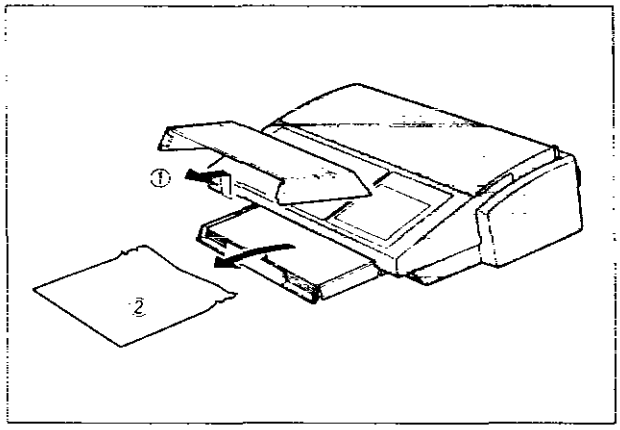
Troubleshooting

Clearing Recording Paper Jam

If the recording paper becomes jammed in the machine, the display will show Information Code 001, 002 or 016.

To clear the jam, Info. Code 001

1



① Remove the Recording Paper Cover.

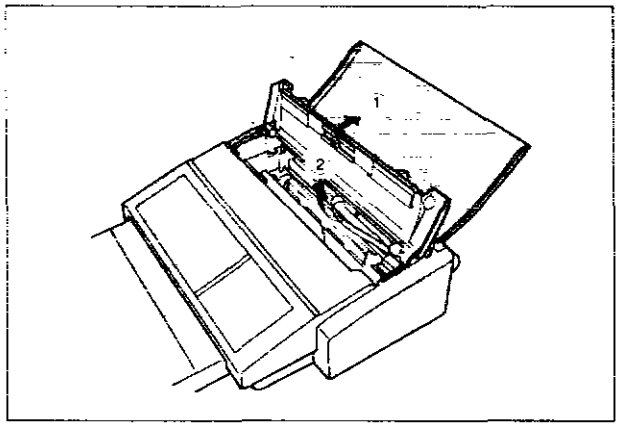
② Remove the jammed paper.

③ Press [STOP].

④ Re-install the Recording Paper Cover.

To clear the jam, Info. Code 002 or 016

2



① Open the Printer Cover.

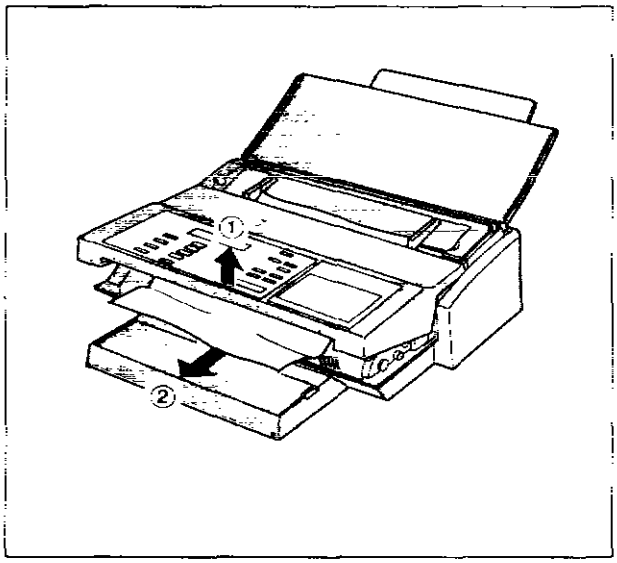
② Remove the jammed paper.

③ Close the Printer Cover.

Clearing a Document Jam

If a document becomes jammed in the machine, the display will show the Information Code 031.

To clear the jam



① Remove the documents from ADF and open the ADF Door.

② Remove the jammed paper.

③ Close the ADF Door.

Troubleshooting

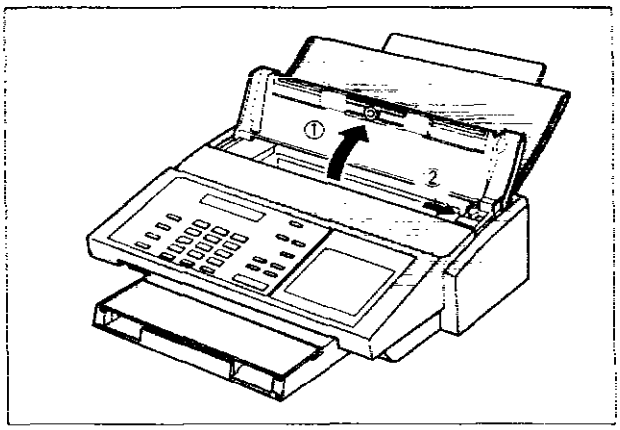
Replacing the Print Cartridge

When the ink decreases to a level requiring replacement, the display shows the code 015.

Note: *If your machine detect Out-of-ink even though the cartridge has still enough ink, remove the cartridge and shake the cartridge up and down until the ink is jetted from the nose. Then, re-install the cartridge*

To replace the Print Cartridge

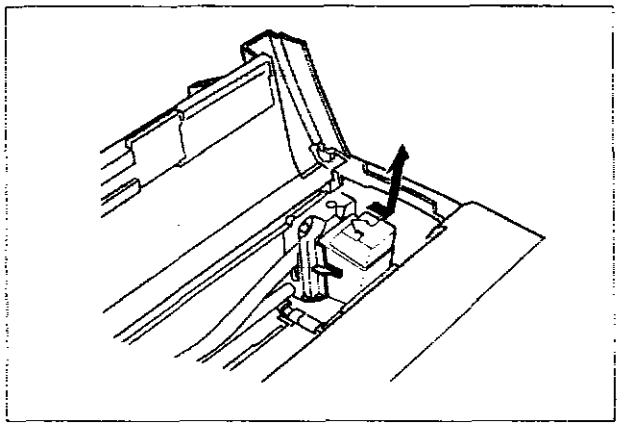
1



① Open the Printer Cover.

② Slide the Cradle to the right.

2



① Pull the Cartridge forward until the Cartridge "pops" loose. Lift the Cartridge out of the Cradle by the green arrow on the top of the Cartridge and discard it.

② Set new Cartridge, then close Printer Cover. (see page 15)

Maintaining Print Quality : Keep the print cartridge in the cradle at all times. Removing the cartridge will expose it to air, causing the ink to evaporate, and degrade the print quality.
Keep the print cartridge in its "home" position when the printer is not being used. Leaving it out of position will cause the ink to evaporate quickly.

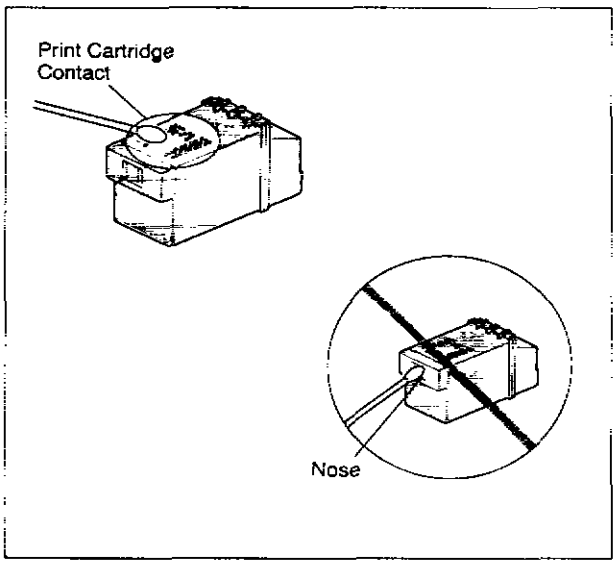
Storing Print Cartridge : The following instructions will help you when storing unused print cartridges.
- Keep the print cartridge in its sealed container until you are ready to use it.
- Store the print cartridge container at room temperature.
- Check the expiration date on the cartridge package and use before that date.
- Install the print cartridge in the cradle immediately after opening the sealed container.

Cleaning the Print Cartridge Contact

If the received document has dots or lines missing, check the Print Cartridge.

To clean the Print Cartridge

1



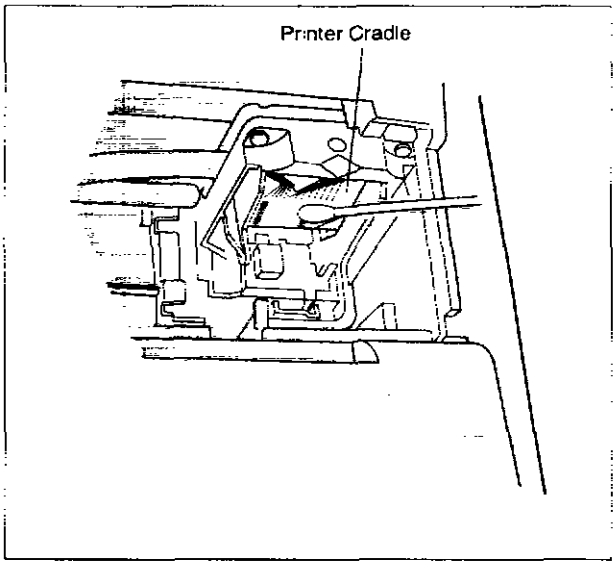
① Turn off the power. (see page 18)

② Open the Printer Cover. (see page 15)

③ Remove the Cartridge from the Cradle. Gently clean the contact on the Printer Cartridge with a swab moistened only with water.

DO NOT clean the "Nose" of the Printer Cartridge.

2



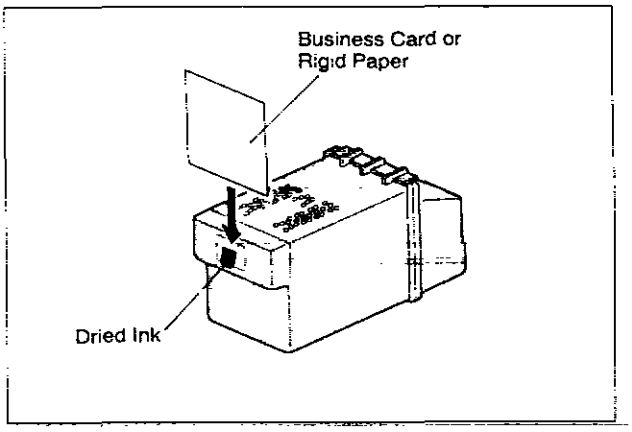
① Gently clean the contact on the Printer Cradle with a swab moistened only with water.

② Re-install the Printer Cartridge and reevaluate the print quality.

Troubleshooting

Removing Dried Ink from the Print Cartridge Contact

If print cartridge is exposed to air for an extended period of time, a layer of dried ink will form as crust on the nose of the print cartridge. If this occurs, follow the steps below to remove the dried ink from the nose of the print cartridge.



① Hold the print cartridge over a waste can so that the nose of the print cartridge is pointed toward the waste can.

② Gently scrape the dried ink with the edge of a business card or other rigid paper stock so that the dried ink falls into the waste can.

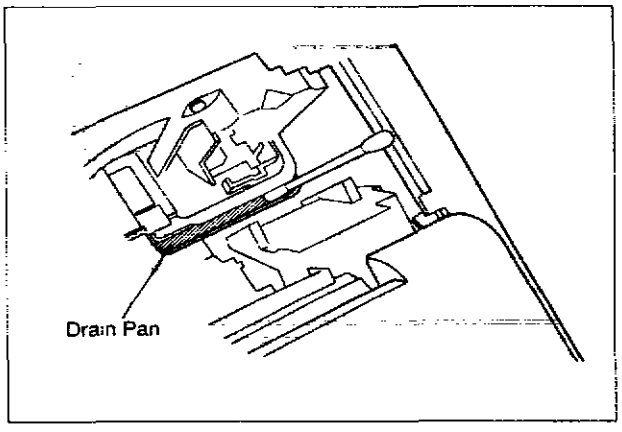
DO NOT use a swab to remove dried ink from print cartridge.

Note: It is recommended to make a copy on the machine at least once a week to prevent ink from drying on the nose of the print cartridge.

Cleaning the Drain Pan

To prevent spillage, always clean the Drain Pan of excess ink before moving the machine.

To clean the Drain Pan



① Open the Printer Cover.

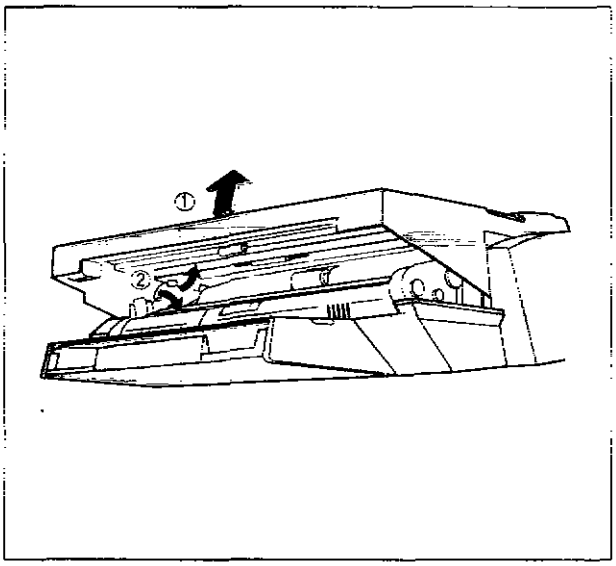
② Remove Print Cartridge.

③ Inspect the Drain Pan for excess ink. If necessary, clean up the excess ink with a swab or a paper towel.

Cleaning the Document Scanning Area

If the receiving party reports that the received documents were black, or contained black lines, try making a copy on your unit to verify. If the copy is black or has black lines, the document scanning area is probably dirty and must be cleaned.

To clean the scanning area



① Open the ADF Door.

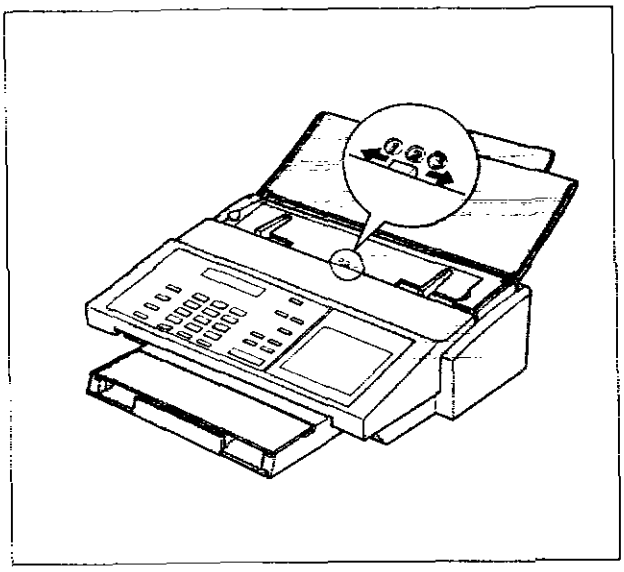
② Wipe the scanning area gently with a soft cloth or gauze wet with ethyl alcohol. Be sure to use a clean cloth, the scanning area can be easily scratched.

Troubleshooting

Adjusting the Automatic Document Feeder (ADF)

If document misfeeding occurs frequently, we suggest you to adjust the ADF.

To adjust the ADF



Slide the Pressure Adjusting Lever to the desired position depends on the condition.

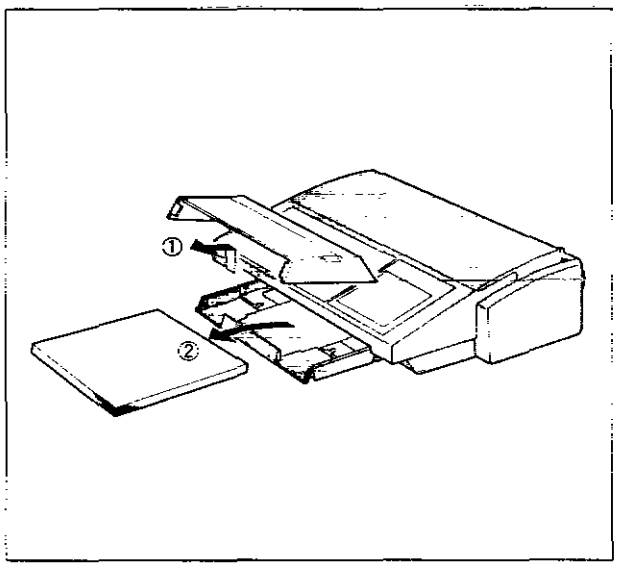
Position	Condition
1	To prevent no feed trouble
2	Standard position
3	To prevent multiple feed trouble

Verification Stamp

The Verification Stamp contains ink. When the stamp mark appears faded or hard to see, the stamp should be replaced or refilled with ink.

To remove the stamp

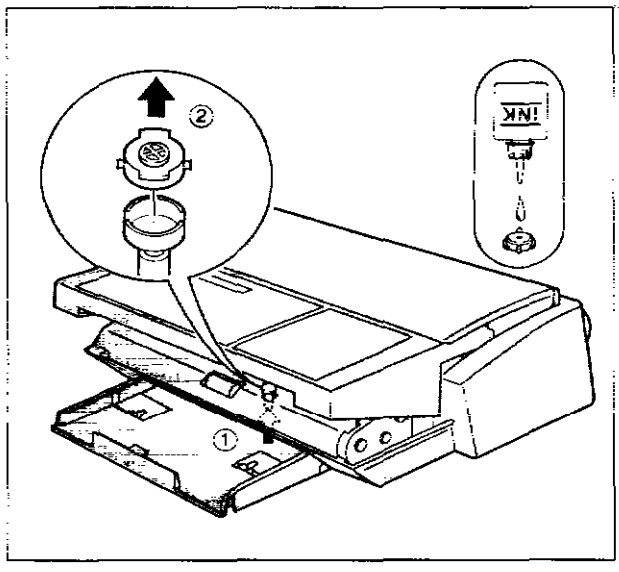
1



① Remove the Recording Paper Cover.

② Remove the Recording Paper.

2



① Push up on the Stamp Shaft from under the machine. Then, remove it.

② Remove the Verification Stamp. Replace the stamp with a new one or refill the stamp with a few drops of the specified ink into the back of the stamp.

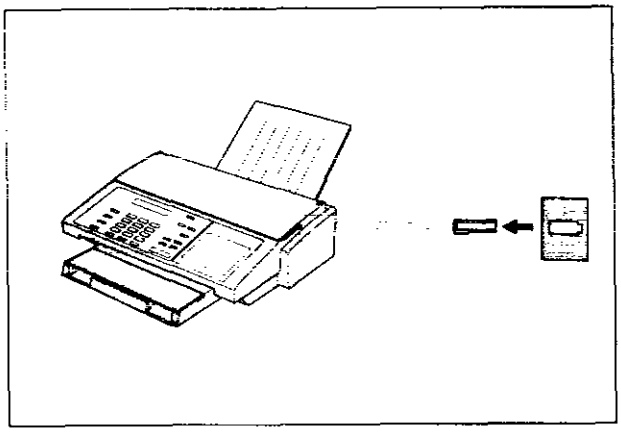
Note: *Please contact your local Panasonic dealer to purchase a new stamp. See page 142 for order number.*

Troubleshooting

Checking the Telephone Line

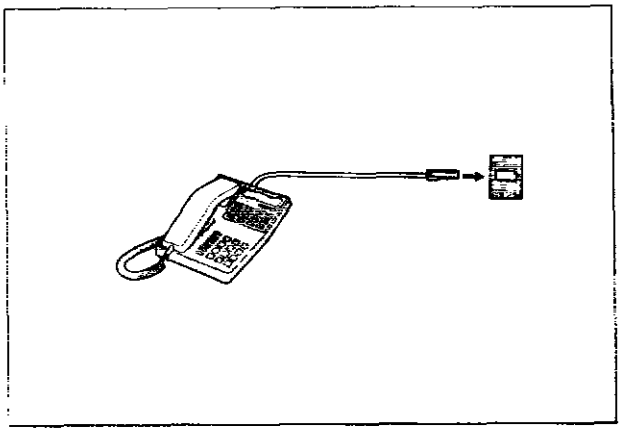
When you do not hear a dial tone through the telephone connected to the machine or when the telephone does not ring (No automatic receive).

1



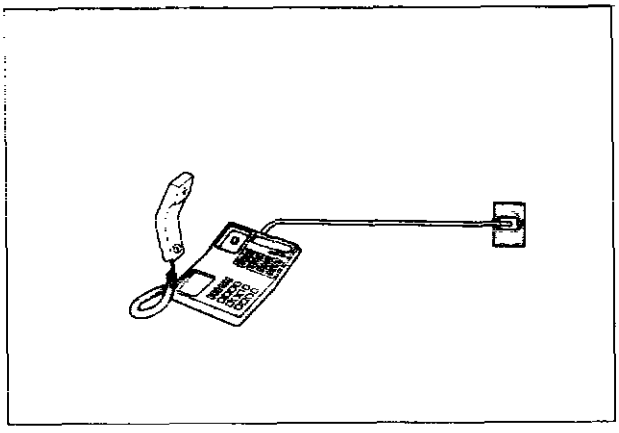
Unplug the Telephone Line Cord from the telephone jack that was supplied by the telephone company.

2



Plug a different regular telephone into the same telephone jack.

3



Check for dial tone through the handset. If there is still no dial tone, report it to your local telephone company.

or

Call from another telephone to this number. If the telephone does not ring, report it to your local telephone company.

Compatibility

CCITT Group 3

Scanning Method

Flat bed scanning with CCD type image sensor

Document Size

Max. : 280 mm x 2000 mm
(with operator's assistance)
Min. : 148 mm x 128 mm

Document Thickness

Single sheet : 0.06mm (45 g/m^2) to 0.15mm (112 g/m^2)
Multiple sheets : 0.06mm (45 g/m^2) to 0.12mm (75 g/m^2)

ADF Capacity (Automatic Document Feeder)

Built-in, up to 30 sheets
Note : The document limitation to send multiple pages is as follows.

	Document Size	*Document Thickness*
Up to 20 pages	*Up to 280 mm × 364 mm*	*0.06 mm to 0.12 mm*
*Up to 30 pages**	*A4 size*	*0.06 mm to 0.10 mm*

**Please note that some kind of papers might not be able to set 30 pages even if the size and thickness is satisfied the specification.*

Effective Scanning Width

252 mm

Recording Method

Thermal Inkjet Recording Head

Recording Paper

Plain Paper

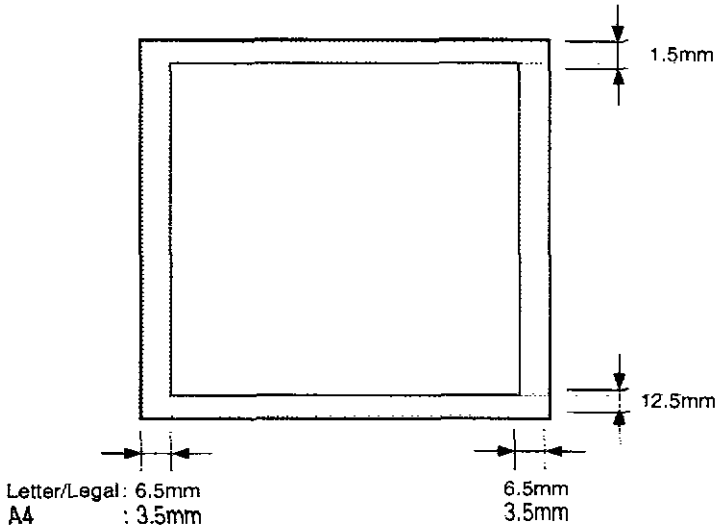
Recording Paper Size

Letter / Legal / A4

Effective Recording Size

Letter : 203 mm x 265 mm
A4 : 203 mm x 283 mm
Legal : 203 mm x 242 mm

Print Margin



Specifications

Recording Paper Capacity	Approx. 100 sheets (using 75 g/m^2 paper)			
Resolution		Horizontal		Vertical
	CCITT Standard mode	203 pels/inch	x	98 lines/inch
		(8 pels/mm	x	3.75 lines/mm)
	CCITT Fine mode	203 pels/inch	x	196 lines/inch
		(8 pels/mm	x	7.7 lines/mm)
	CCITT Super Fine mode	203 pels/inch	x	392 lines/inch
	(Transmission only)	(8 pels/mm	x	15.4 lines/mm)
	CCITT 300dpi mode	300 pels/inch	x	300 lines/inch
	(Reception only)	(11.8 pels/mm	x	11.8 lines/mm)
Coding Scheme	MH, MR, MMR (Conform to CCITT)			
Modem Type	CCITT V.29, V.27 ter and V.21			
Modem Speed	9600, 7200, 4800, 2400 and 300 bps			
One-Touch/Abbreviated Dialling Memory Capacity	99 stations (including 24 One-Touch keys and 3 Program keys) Each station can register up to 36 digits for each telephone number (including pauses and spaces) and up to 15 characters for each station name			
Image Memory Capacity	Approx. 28 pages (Standard base memory) Approx. 58 pages (with optional 512 KB IC Memory Card) Approx. 88 pages (with optional 1 MB IC Memory Card) Approx. 148 pages (with optional 2 MB IC Memory Card) (Based on CCITT Test Chart No.1 using Standard Resolution)			
Power Supply	180-264 VAC, 47-63Hz, Single Phase			
Power Consumption	Standby : Approx. 11W Transmission : Approx. 25W Reception : Approx. 16W Copy : Approx. 29W Max : Approx. 40W			
Dimensions	401 mm (W) x 379 mm (D) x 154 mm (H) (excluding Projections)			
Weight	Approx. 8.3 Kg (excluding consumable supplies and options)			
Operating Environment	Temperature : 5 to 35°C Relative Humidity : 15 to 70%			
Optimum Printing Environment	Temperature : 15 to 35°C Relative Humidity : 20 to 70%			

Recording Paper Specifications

In general, most bond papers will produce excellent results. Most photocopy papers will also work very well. There are many "name" and "generic" brands of paper available. We recommend that you test various papers until you obtain the results you are looking for.

The following table summarizes the major specifications to consider when selecting white or colored paper.

Basic Weight	60 to 90 g/m^2
Cut Edge Conditions	Cut with sharp blades, no visible frayed edges
Finishing Dimensions	±0.8 mm of nominal, corners 90° ±0.2°
Grain	Long grain
Moisture Content	4% to 6% by weight
Opacity	84% minimum
Packing	Polylaminated moisture-proof ream wrap
Sizes	Letter : 216 mm x 279 mm A4 : 210 mm x 297 mm Legal : 216 mm x 356 mm
Type	Cut sheet
Wax Pick	304.8 mm minimum (Dimension)

Note: *It is possible that paper could meet all of the specifications listed above and still not print well because of the variations in paper manufacturing. Therefore, we recommend that you test paper thoroughly before purchasing.*

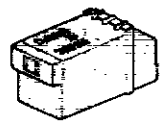
Options and Supplies

Please contact your local Panasonic dealer for availability.

A. Options:

Order No.	Picture	Description
UE-410005		Expansion IC Memory Card, 512KB
UE-410006		Expansion IC Memory Card, 1MB
UE-410007		Expansion IC Memory Card, 2MB

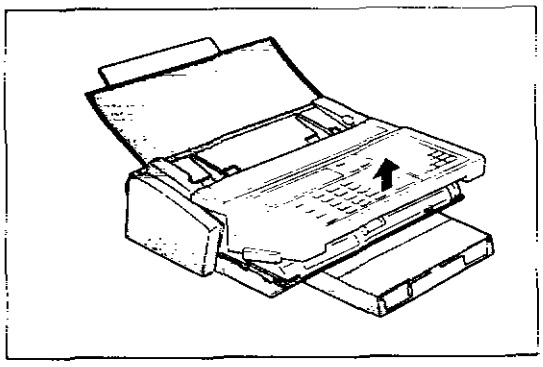
B. Supplies:

Order No.	Picture	Description
PC-60BK		Print Cartridge
FX-13-2P		Verification Stamp

Installing Memory Card

Before installation begins, make sure that there is no document file stored in the memory. You may confirm by print out a File List (see page 82). When the memory card is installed, the machine will initialize the document memory, all contents stored in the document memory will be lost.

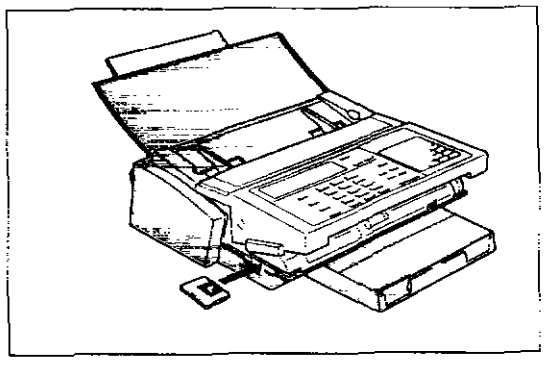
1



① Turn the Power Switch to the "O" (OFF) position.

② Open the ADF Door.

2



① Insert the Memory Card into the card slot with the Panasonic logo facing up.

② Close the ADF Door.

3 Turn the Power Switch to the "I" (ON) position. Print out the Fax Parameter List (see page 123) and confirm the memory size on Fax Parameter No. 53. (see page 35)

Notice for Connection to the Telecommunication Systems

1. a. BABT Certificate Number/Approval Number for the UF-322 : NS/1010/3/P/604071
   b. APPROVED for connection to telecommunication systems specified in the instructions for use subject to the conditions set out In them.

2. This equipment has been approved for the use of following facilities.
   - Storage of telephone numbers for retrieval by a predetermined code. (If problems occur, verify stored number.)
   - Automatic Call initiation
   - Operation tn the presence or absence of Initial or Secondary Proceed Indication.
   - Automatic Dialling Facilities
   - Automatic Storage of Last Number Dialled
   - Automatic Repeat Attempt Facilities
   - Auto Clear from the call originating end
   - Series Connection Facility
   - Call Progress Monitor
   - Modem

   Any other usage will invalidate the approval of the equipment if as a result, it then ceases to conform to the standards against which approval was granted.

3. The connection to the telecommunication systems must be unplugged before the earth is disconnected. The connection to the telecommunication systems must not be hardwired.

4. This equipment may be used on telecommunication systems employing loop disconnect or MF signalling

5. This equipment is not suitable as an extension to a payphone or for use on shared service lines.

6. This equipment is suitable for connection only to direct exchange lines on the PSTN directly or via a compatible PABX. The supplier of the equipment should be consulted for an up to date list of PABXs with which the equipment is compatible.

   It cannot be guaranteed that the equipment will operate under all possible conditions of connection to compatible PABX. Any cases of difficulty should be referred in the first instance to the supplier of the equipment.

   When the equipment is used in other than FAX/TEL switching mode, the equipment may only be used in the auto-answer mode on line listed in telephone directories issued by public Network Operators when answertone is enabled.

   When used in the FAX/TEL switching mode, the UF-322 may only be used when connected to lines not listed in telephone directories Issued by Public Telecommunications Operators, and the telephone number should not be made public unless accompanied by suitable instructions concerning incoming calls.

7. Ringer Equivalence Number (REN)=1
   The REN is a customer guide Indicating approximately the maximum number of items of equipment that should be connected simultaneously to the line.

   The sum of the REN's of the individual items should not exceed 4. The REN value of a BT telephone is assumed to be 1 unless otherwise marked.

   - For the definition of a RBS (Relevant Branch System) for PSTN lines, please refer to BS6789 Part 6.1 Section 2.4.

Notice for Connection to the Telecommunication Systems

8. The voltage drop introduced by the equipment between the PSTN and the associated telephone at a current of 40 mA d.c. is 2.0 Volts.

   The equipment should not be used in conjunction with other series connected equipment such that the aggregate declared voltage drops of all this equipment, together with the voltage drop introduced at 40 mA d.c. by any separate wiring that is used to link equipment, exceeds 2.0 Volts.

   The introduction of this voltage drop may occasionally cause difficulties in making calls from the associated telephone or problems in telephone conversation being experienced by both parties to the call.

   While operation may be possible initially, changes to or modernization of the network taking place in the normal course of events may result in the equipment being connected to a network service with which it was not designed to be compatible. Failure of the equipment to work under these circumstances may not be the responsibility of the network operator.

   In the unlikely event of such problems occurring, the user should contact the supplier or maintainer of the equipment.

9. Interconnection directly, or by way of other equipment, of ports marked "SAFETY WARNING. See instructions for use" with ports marked or not so marked may produce hazardous conditions on the network and that advice should be obtained from a competent engineer before such a connection is made.

10. This equipment is not intended for use in applications where callers may be considered "naive". A caller with no special knowledge of the characteristics of the auto-answering systems or with no special equipment to assist the transfer of information across the established connection is considered to be "naive".
    Generally callers are unlikely to be "naive" in any of the following cases;
    (1) If the equipment gives an answer tone.
    (2) If the telephone number is not made public.
    (3) If the telephone number is published and is accompanied by suitable instructions concerning incomming calls.

11. The port voltages are telecommunication network voltages (TNV) for the PSTN line connection and the series connection.

⚠ CAUTION

Connect only equipment complying with EN41003 to this FAX.

⚠ WARNING

To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

Glossary

ABBR. No. (Abbreviated Number)	The ability to store full phone numbers into the dialer and then utilizing a short series of keystrokes to speed dial that number in the future.
ADF (Automatic Document Feeder)	The mechanism that delivers a stack of document pages to the scanner one page at a time.
Auto print reduction	The method of automatically reducing a received document so that it can be printed onto a standard size piece of plain paper. For example, your machine will reduce an incoming legal size page to 75% of its original size so it could fit on a letter size page.
BPS (Bits Per Second)	The amount of data that is transmitted over the phone line. Your machine can start at 9600 BPS and automatically steps down to 7200,4800,2400 BPS depending on the phone line condition and the receiving machines capabilities.
C.C.I.T.T.	Consultative Committee on International Telegraph and Telephone. This organization has presently developed four groups of industry standards that insure facsimile compatibility.
CCITT Test Chart No.1	An industry standard document that allows comparisons of transmission speeds and capabilities of facsimile machines.
Character ID	A programmed proprietary code name that allows up to 16 alphanumeric characters identifying your facsimile machine.
Character keys	The keys that are used to enter letters and symbols for various programming functions.
Coding scheme	The data compression method used by facsimile machines. Your machine utilized Modified Huffman (MH), Modified Read (MR), and Modified Modified Read (MMR) coding schemes.
COMM. JOURNAL	Refers to either the Communication Journal, Relay Transmission Report, or the Confidential XMT Report.
Confidential communication	In a network of facsimile machines, a code can be entered to retrieve a document that is stored in memory of a designated relay station.
Confidential XMT Report	The report that gives you information about the transmission of a confidential document to a relay station.
DDD (Direct Distance Dialling)	A telephone service that allows unassisted dialling, no operator assistance is required.
Deferred Polling	The ability to retrieve documents from other stations at a later time.
Deferred Transmission	The ability to send documents to other stations at a later time.
Direct Dialling	The method of dialling where you enter the entire telephone number through the keypad.
Directory Sheet	The list that contains the station names that are programmed into your unit.

DTMF (Dual Tone Multi–Frequency) — Dialling method that sends a different set of frequencies for each digit of the telephone keypad. Commonly refers to touch tone dialling.

ECM (Error Correction Mode) — The ability to correct transmission errors as detected during the transmitting phone call.

End receiving station — In a relay network, the final station designated to receive the document.

FAX Access code — A 4-digit programmable code that prevents unauthorized operation of your Fax.

FAX Parameter List — The list that contains the home FAX parameters settings that you have programmed into your machine.

FAX/TEL Auto Switching — The ability to share a single telephone line for both fax and voice usage.

File — A task that has been stored into the memory of your unit. Examples are deferred transactions.

Fixed print reduction — The method that allows you to determine one reduction rate, such as 75%, for all incoming documents.

FUNCTION — The control panel key that will be utilized to begin an operation or configuration of a feature.

G3 mode (Group 3) — Refers to the standards and transmission capabilities of the current generation of facsimile machines.

Group dialling — The ability to program many telephone numbers into a single station so that many locations can be dialed in sequence utilizing a single keystroke.

HALFTONE — A scanning technique to distinguish levels of gray from black and white. Your machine can detect up to 64 levels of gray in halftone mode.

Handshaking — The exchange of a group of control signals that communicate between the transmitter and receiver. These signals determine the condition at which communication can occur.

Header — A row of information that is transmitted by the sending machine and printed on the top each page by the receiving unit. This identifies the transmitting unit and information about the transmission, such as time and date.

ID — A programmable address of up to 20 digits identifying your machine.

Image memory capacity — This signifies the amount of memory available in your unit capable of storing pages of documents. All page units of measure are based using the CCITT Test Chart No.1.

Individual Transmission Journal — A report that is printed by the transmitting unit stating information regarding the last document transaction.

Information code — A code that is internally generated by your Fax stating a specific operational error or machine failure.

Glossary

Initial sending station	In a relay network, the station that is originating the document transmission.
Journal	A report that is printed by your unit listing the last 32 transmitting and receiving transactions.
Keypad	A group of numeric keys located on your control panel.
LCD	Liquid Crystal Display. The display area on your machine.
LOGO	Your programmed company name or identification up to 25 alphanumeric characters.
Memory Transmission	The documents are scanned into memory before actual connection to the phone line for transmission.
Modem	A device that converts signal from your fax machine into signals that can be transmitted over telephone lines.
Multi-station transmission	The ability to broadcast the same set of documents to a programmed number of locations.
Multi-file transmission	The ability to store many files into your machines memory before actual telephone connection occurs.
Network address	An individual 4-digit addressing number assigned to a One-Touch/ Abbreviated number that identifies a particular station in the relay network.
Network password	A 4-digit password assigned to a network address to prevent unauthorized stations from accessing a relay station.
Off-hook dialling	The direct dialling of a telephone number with the handset out of the cradle or "off the hook."
On-hook dialling	The direct dialling of a telephone number with the handset in the cradle or "on the hook."
One-Touch dialling	The ability to dial an entire telephone number by pressing one key.
ORIGINAL	Signifies the scanning sensitivity in terms of lightness and darkness of your original transmitting pages.
Panasonic Super Smoothing	An electronic image enhancement (Panasonic Super Smoothing) that will create a particular pattern for the improvement of copy quality.
Polling	The ability to retrieve a document from another facsimile machine.
Polling password	A 4-digit programmed code that enables the security of a document being polled.
Power Failure Report	A report that contains information on the last transaction that took place during a power outage. (This prints only when the memory back-up battery has been discharged.)

Print reduction modes — The methods used to determine how an incoming document will be reduced to print onto the paper loaded in your machine.

Program keys — Keys that are defined for storing a sequence of stations to be dialed or polled.

PSTN — Public Switched Telephone Network. Network of interconnected switching equipment and transmission facilities.

Receiving password — A 4-digit password that is checked before a document is received.

Relay station — A certain type of facsimile machine that can store and forward documents to an end receive station and/or a relay station in another relay network. Your machine cannot be used as a relay station.

Relay network — A group of facsimile machines that communicate via a relay station.

Relay Transmission — Sending a document to a relay station, which in turn, sends the document to the end receiving station.

Relay Transmission Report — A report that contains information regarding the last document transmission to a relay station.

Relay address — A 2-digit addressing code that identifies your machine is programmed in a relay network.

Remote Reception — A function that allows you to activates your fax machine to receive from an extension phone. You may transfer an incoming call to your fax machine from an extension phone by pressing the " * " key twice on a touch tone phone.

RESOLUTION — Relates to the number of dots scanned and printed per certain square. The quality of the image increases as the number of dots per certain square increases.

Selective reception — A function that can be set so that your unit will receive from only those machines programmed into your dialer.

Stored documents — Documents that have been scanned and now are stored in your machine's memory.

Substitute memory reception — Your machine's ability to store an incoming document into its memory, when it runs out of recording paper or toner.

TAM Interface — A capability of your unit to be connected and operate with a Telephone Answering Machine(TAM).

Transmission reservation — The ability to preset a telephone number so that you may reserve a transmission while your unit is performing another function.

Transmission password — A 4-digit password that is checked when a document is transmitted.

Glossary

User parameter

Programmed parameters that provide information to other stations. Examples are logo, character ID, ID Number, date and time.

Verification stamp

A user selectable transmission verification stamp can be placed on scanned documents that are successfully transmitted or stored in memory.

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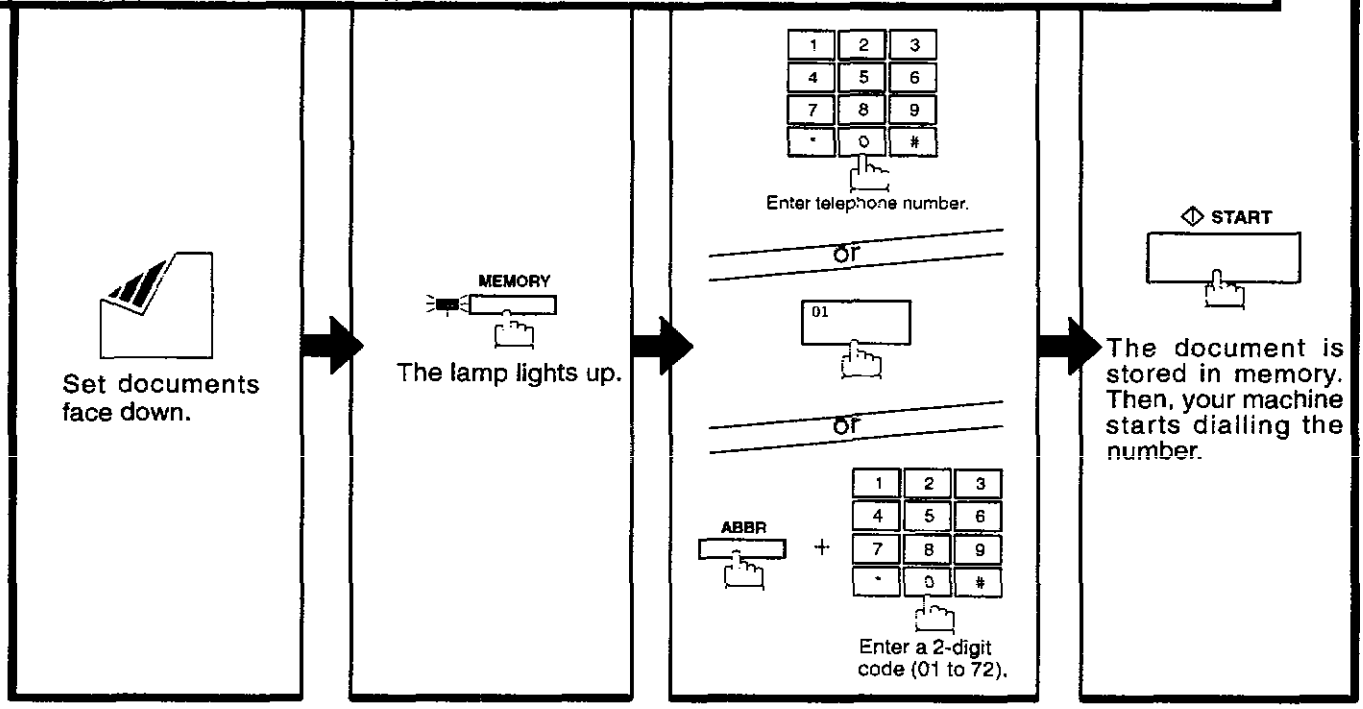
How to Send from Memory.



How to Print Journals and Reports.

32 Transaction Journal	FUNCTION	6	1	SET	* PRINTING * JOURNAL
One-Touch/ABBR List	FUNCTION	6	2	SET	* PRINTING * ONE-TOUCH/ABBR LIST
Program List	FUNCTION	6	3	SET	* PRINTING * PROGRAM LIST
Fax Parameter List	FUNCTION	6	4	SET	* PRINTING * FAX PARAMETER LIST
Individual XMT Journal	FUNCTION	6	6	SET	* PRINTING * IND. XMT JOURNAL
Directory Sheet	FUNCTION	6	7	SET	* PRINTING * DIRECTORY SHEET

QUICK GUIDE UF-322

Panasonic

How to Set Documents.

Set documents face down and adjust document guides.

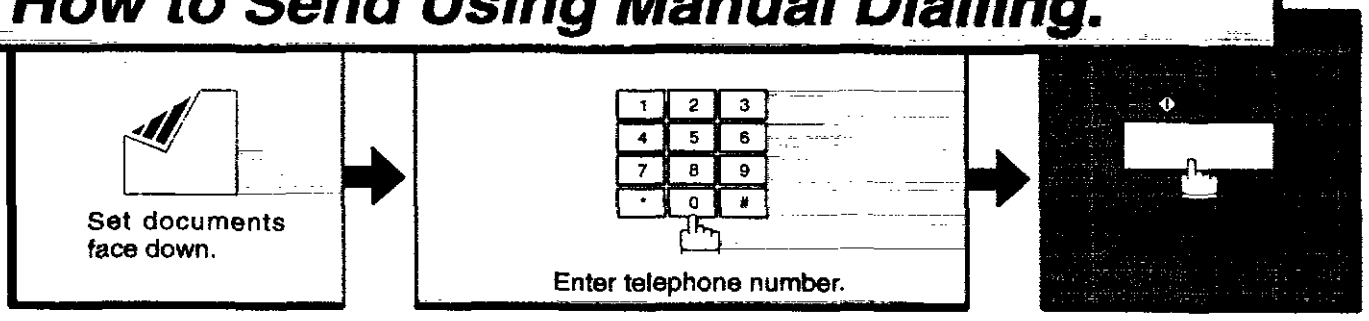
You can set the documents on ADF (Automatic Document Feeder) up to 30 pages* at one time.

*: (Based on A4 size document, thickness 0.06 mm to 0.10 mm)

The display will show as below when the documents are set properly.

```
DOCUMENT SET
ENTER STATION     00%
```

How to Send Using Manual Dialling.



How to Send Using One-Touch/Abbreviated Key.